

# Kearstin Menjivar

9855 Shadow Way Apt: 1106 Dallas, TX 75243 (806) 559-3409

[kmlipe1222@gmail.com](mailto:kmlipe1222@gmail.com)

## WORK EXPERIENCE

**FEBRUARY 2019 - PRESENT**

### **VENUE DIRECTOR, GARDEN GROVE OF ABILENE**

Designed the look and feel of the venue leading up to opening. I am currently scheduling private tours, overseeing events and organizing staff for client events. I maintain the venue's online presence and participate in the Abilene community to make meaningful, worthwhile connections. I have developed my social, coordination, and design skills through my time at the Garden Grove of Abilene.

**DECEMBER 2015 - DECEMBER 2018,**

### **OWNER, POSH PAWS PET SERVICES**

Created a successful mobile grooming, pet sitting, dog walking business and brand in Lubbock. Established a consistent customer base through excellent communication, reliability, approachability, and organization. Established processes in the field and navigated to various locations. I learned many useful skills involving business development, public relations, and hands-on creativity.

**APRIL 2013 - MARCH 2014**

### **GUEST SERVER, ALAMO DRAFT HOUSE**

Participated in the opening of the new location in Lubbock TX. I worked directly with customers to make sure they properly received food and had a satisfactory experience. Responsibilities included, but were not limited to: taking orders, keeping track of all tickets, monetary transactions, supervised food runners to ensure diligent food delivery, and cashing out all tickets at the end of each shift.

## EDUCATION

**GRADUATED DECEMBER 2016**

**ASSOCIATES OF ARTS**

**SOUTH PLAINS COLLEGE**

## COMMUNITY SERVICE

**MAY 2018 – AUGUST 2018**

### **THE HAVEN ANIMAL SHELTER**

Used Posh Paws infrastructure to support and assist the Haven in keeping its pets clean, healthy, and adoption ready

**FEBRUARY 2018 – APRIL 2018**

### **SONDRA'S SONG**

Added processes to Posh Paws in order to fundraise money for kids aging out of foster care