



## **Dolly J. Krishnaswamy**

### **CURRENT LOCATION**

628 W 114th St.  
New York, New York 10025

### **PHONE**

678-477-2922

### **EMAIL**

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## **Experience- Food Service**

### **HOSTESS, ARMAAN INDO-PAK FUSION RESTAURANT AND LOUNGE**

DULUTH, GA- MAY 2007 TO DEC. 2007

Greeted and seated customers, took to-go orders, answered phone calls, helped other employees with open and close

### **MANAGER, THE GREEN BEAN COFFEE CART**

ATLANTA, GA- AUG. 2009 TO NOV. 2010

managed website, wrote blog content on environmental issues, managed meeting and online conferences for catering, promoted organization using social media, created flyers and pamphlets on fair trade and sustainability, designed and sold t-shirts, made beverages, worked at cash register, closed

## **Experience- Marketing and Communications**

### **NEWS REPORTER, SCIENCE**

WASHINGTON, D.C. AND ATLANTA, GA- JUNE 2010 TO MAY 2011

wrote content for the magazine and daily online news service

### **WEBSITE CONTENT PRODUCER AND MANAGER, KGW LLC**

ATLANTA, GA- MAR. 2010 TO SEPT. 2010

wrote blog content about business and real estate law, copy-edited legal documents

### **MARKETING DIRECTOR AND RECRUITER, OPENSTUDY**

ATLANTA, GA- MAY 2008 TO NOV. 2009

recruited academics and students for online community, surveyed groups to monitor progress of website, wrote reviews, compiled reports on competitor products, created design models for website layout and content, promoted through social media outlets

### **ASSISTANT TO EXECUTIVE DIRECTOR/ DIRECTOR OF FINANCE, CFNEG**

DULUTH, GA- MAY 2005-AUG 2006

updated website, wrote monthly newsletter and meeting summaries, recruited donors at networking events, updated finance database, did clerical work

## **Education**

Emory University, Atlanta, GA

B.S. in Biology and Co-major in Journalism, June 2011

GPA: 3.751, Dean's List

## **Skills**

### **FOOD SERVICE**

Certified bartender, Can read, speak and write French, have some experience guest bartender and covering shifts for other bartenders in a high volume setting.

### **TECHNICAL**

Adept at Microsoft Office (Word, Excel, Powerpoint) Apple iWork (Pages, Numbers, Keynote), Audacity, Garageband, Photoshop, Dreamweaver, HTML Proficient in social networking including Facebook, Twitter, LinkedIn, Youtube, Wordpress