



ENDI ROLUFS

Prevention Media Specialist

MY BACKGROUND

I have 19 years of hospitality experience. This includes customer service, management and marketing. Additional skills include working with children and substance use prevention.

SKILLS

Email Marketing (Constant Contact)
Social Media Marketing
Canva
Microsoft Word, Excel, Power Point
Google Business, Ads
Yelp, RESY, Vines
Squarespace, Wix, Wordpress
When I Work

STRENGTHS

Writing Skills
Communication Skills
Multitasking
Teamwork
Leadership
Self Starter
Customer Satisfaction

CONTACT

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Email: endirolufs@gmail.com
Social: @endiannarolufs

CAREER BACKGROUND

PREVENTION MEDIA SPECIALIST

Prevention Consultants of Missouri | February 2024 - Current

- Create and print marketing materials for 8 counties, including postcards, posters, stickers, bookmarks, flyers, & merchandise.
- Manage social media platforms and website.
- Create media campaigns and coordinate with team to implement.

FOOD TRUCK OWNER/OPERATOR

Hi-Fi Hospitality LLC | October 2023 - Current

- Manage finances, payroll and taxes.
- Create and manage all social media and website content.
- Work with businesses to plan events.
- Hire staff and manage schedule, daily operations.

RESTAURANT MANAGER

Cardetti Heritage | March 2022 - January 2024

- Manage staff, create schedules, interviews, training.
- Manage social media, email marketing, design flyers.
- Event marketing, sales, and management.

FINANCIAL AID ADMINISTRATOR

Rolla Technical Institute/Center | November 2019 - March 2022

- Meet with students and parents, create financial aid packages. Request funds, balance accounts.
- Create advertising for RTI/C promotions. Design flyers, social media posts, and Power Point presentations.
- Organize and coordinate events, meetings, and parties.

RESTAURANT AND SALES MANAGER

Peaceful Bend Vineyard LLC | December 2017 - January 2020

- Design menus, flyers, and social media events and posts.
- Booking and negotiations with musicians, other events.
- Acted as tasting room associate and kitchen staff when needed.

BAR MANAGER

Walnut Street Tap + Kitchen | October 2015 - December 2017

- Managed staff, scheduling, training.
- Booked events, created promotional material.
- Ordered bar products, paid invoices, maintained cleanliness and organization of establishment.

EDUCATION

COLUMBIA COLLEGE

Bachelor in Marketing | Dec 16, 2023

REFERENCES

Eric Taylor | Advanced Sommelier | (417) 529-7273
Amy Herrman | Special Needs Planner | (573) 578-0542
Jeramia Schafer | Employee & Chef | (314) 598-7677