Tiya Patel

(705) 314-0006 ● Huntsville, Ontario ● Tiyap47@gmail.com ● LinkedIn

Education

Bachelor of Arts (B.A), Music Administrative Studies, Expected June 2028
September 2024 - Present
Western University, London, ON

- Recipient of the Western Scholarship of Excellence (Awarded to top 250 students with the highest admission averages)
- Recipient of the Music Entrance Scholarship of Merit

Expected Graduation: April 2028

Advanced Entry Opportunity, Ivey Business School, Expected June 2028
Expected Start Date: September 2026
Ivey Business School, London, ON

- Advanced Entry into the Ivey Business School with the intention to gain an Honours Bachelor of Arts in Business Administration.

Huntsville High School
September 2020 - June 2024

- Recipient of the OSSTF Award in 2023 (Awarded to the top 3 students)

Professional Experience

Festival and Special Events Host - Huntsville Festival of the Arts
June 2024 - August 2024

- Assisted in running concerts, events, and art programs working alongside experienced professionals in a fast-paced environment.
- Helped in the setting up and running of equipment, assisting of visiting artists and musicians, and the coordination of various aspects of the company's summer events and concerts.
- Responsible for the sorting, entering and analysis of data related to ticket sales.

Shift Supervisor - GUAC Mexi Grill Huntsville
June 2022 - June 2024

- Responsible for greeting customers, taking and preparing orders, and solving customer issues, as well as employee issues.
- Managing SkiptheDishes and GUAC Mexi Grill Online platform orders and in-person orders in times of extremely high demand.
- Helping to improve the mood of the workplace and foster an environment of open communication.

Head Food and Beverage Attendant - Deerhurst Resort Huntsville
June 2021 - October 2022

- Responsible for greeting guests, seating guests at tables, and solving customer needs.
- Using the OpenTable program to handle reservations and control the flow in and out of the restaurant. As well as shifting the seating plan as needed to cater to the servers and other needs of the restaurant.

- Adapted to the fast-changing pace and schedule of the business as well as working fast and efficiently to clear tables and prepare them in time for the next reservation.

Front Desk Attendant - Huntsville Inn
April 2020 - August 2024
- Responsible for checking-in customers, managing reservations, and tending to customer needs.
- Demonstrated communication through customer service, including communicating confirmation or changes to guest reservations, and answering any questions our guests may have.
- Experience using an online reservation system, ASI FrontDesk Cloud, to coordinate reservations, process payments, and manage hotel inventory.

Extracurriculars

Grammy U Member - The Recording Academy
October 2024 - Present

Director of Events - ACE Western
October 2024 - Present

Social Media Director - Mustang Mastis
October 2024 - Present

Huntsville High School - Social Media Manager (Instagram)
June 2023 - June 2024

Reception Volunteer at Hospice Huntsville
December 2022 - June 2024

Huntsville High School - Student Council Executive
September 2021- June 2024

Huntsville High School - Mental Health Committee Co-President
September 2021 - June 2024

Certifications

- ***safeTALK Certification***
  LivingWorks
  Issued April 2023

- ***Music Industry Essentials Certificate***
  NYU TISCH x Billboard
  Issued January 2023