



## PIE's Adult Post-Secondary Scholarship Application

The Adult Post-Secondary Scholarships are for Vinalhaven adults to further their education through an established program.

### Eligibility:

Applicant must be a resident of Vinalhaven.

Applicant must be 19 or older.

The program must be established, as the scholarship will be paid directly to the institution.

### Scholarship Details:

There are two deadlines: June 1<sup>st</sup> and December 1<sup>st</sup>. A decision will be made within two weeks of the deadline.

Applicants may reapply in the next funding cycle, though priority may be given to first-time applicants.

Applicants can apply even if you have received other PIE scholarships and/or grants.

These one-time scholarships are for up to \$2500 each. Award amounts are determined by application quality (based on a scoring rubric) and the number of applicants.

For questions about this scholarship and/or the application process, please contact PIE at [PartnersInIslandEducation@gmail.com](mailto:PartnersInIslandEducation@gmail.com)

### Personal Information

Name:

Age:

Mailing Address:

Email:

Home Phone:

Cell Phone:.

Which phone do you prefer?

How long have you lived on Vinalhaven?

### Program Information:

Please describe the program you plan to attend.

What do you expect to be the total cost for your program? (Tuition, fees, etc.)

Are there additional expected costs (room & board, travel, special equipment or supplies)  
If so, please describe them.

**School & Education Information:**

Are you currently enrolled in school?

Have you received a PIE scholarship in the past? If so, please tell us about it.

Tell us about your education experience (include K-12 schools, college or training programs you've attended).

Tell us about your work experience (include any relevant part-time, full-time, seasonal, paid or volunteer work).

Please provide a personal statement about your career goals and how this scholarship will help (200-word max.).

**Resume:** A formal resume is optional but appreciated. We have included a sample below.

**Reference Information:**

Please list one professional reference (*non-family*) whom we can contact with questions:

Name:

Relationship to you:

Phone:

Email:

**Other Information:**

Is there any other information that the committee should consider when evaluating your application?

**Follow-up expectations:**

Within a year, please send us a short summary of your educational experience and share photos if available or appropriate.

**Signature**

Typing your name below will be considered your legal signature agreeing to the following statement: I certify that all information on this form is true and complete to the best of my knowledge. I understand that I may be asked to provide proof of information stated on this form.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# May Riley

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## Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

## Experience

### **RESTAURANT MANAGER | CONTOSO BAR AND GRILL | SEPTEMBER 2016 - PRESENT**

- Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.
- Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.
- Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

### **RESTAURANT MANAGER | FOURTH COFFEE BISTRO | JUNE 2013 – AUGUST 2016**

- Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.
- Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings and contests.
- Created and implemented staff health and safety standards compliance training program, achieving a score of 99% from the Board of Health.
- Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

## Education

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION | JUNE 2013 | BIGTOWN COLLEGE, CHICO, ILLINOIS**

**ASSOCIATE IN ARTS IN HOSPITALITY MANAGEMENT | JUNE 2011 | BIGTOWN COLLEGE, CHICO, ILLINOIS**

## Skills & Abilities

- Accounting & Budgeting
- Proficient with POS systems
- Excellent interpersonal & communication skills
- Poised under pressure
- Experienced in most restaurant positions
- Fun and energetic

## Activities & Interests

- Theater, art, hiking, skiing, travel