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Michael C. Andrews

Objective: Currently studying at San Francisco State University · Looking for opportunities in San Francisco ·

Employment:

August 2012 – Present

San Francisco State University, Learning Assistance Center

Reading, Writing and Study Skills Tutor

Work with a diverse student population encompassing ESL, generation 1.5 and native speakers of English · Foster students in generating ideas, structuring their essays, and self correcting errors · Assigned to work with students on a weekly, one time and same day basis ·

June 2012 – July 2012

San Francisco School of Bartending, San Francisco, CA

Bartending Instructor

Lectured and taught a certificate course in mixology bartending · Taught students the proper pouring of drinks and over one hundred and fifty drink recipes · Familiarized students with wine and beer pouring as well as the legal responsibilities of being a bartender · Administered and graded written and practical examinations ·

September 2009 – September 2010

The Faculty Club, Santa Barbara, CA

Head Bartender

Worked as head bartender at faculty club on the campus of the University of California, Santa Barbara · Tend Bar · Conducted staff meetings to train new bartenders · Poured wine for special events · Serve Food · Stocked and prepared the bar for private events and graduations · Waited Tables · Prepared Snacks · Ran Food ·

August 2002 – August 2009

Arclight Café Bar, Hollywood, CA

Head Bartender

Worked in a high volume service bar where presentation was an integral part of the cocktail · Answered questions about various drinks, and made cocktail suggestions · Knowledge of fine wines, liqueurs, specialty coffee drinks and shooters · Large specialty cocktail menu, with emphasis on martinis · Prepared liquor and beverage order, and closing duties · Worked with computerized systems and cash registers including the Aloha system ·

November 2000 – April 2002

Fairways Restaurant and Tavern, Pacoima, CA

Head Bartender

Tend bar · Serve food · Order liquor · Created specialty cocktail menu · Stocked and prepared the bar for the day · Prepare snacks · Count drawer and lock-up ·

1995 – July 2000

JB's Bar & Bistro, Levittown, PA

Bar Manager

Staffed the bar · scheduled and assigned shifts for bartenders · Established a par and ordered liquor, beer and wine, for regular use and special events · Created a drink menu to include weekly specials and pricing · Closed the bar, counted drawers, calculated drop against receipts and secured the premises · Managed activities of the staff during hours of operation · Cashed out food servers and bartenders · Addressed customer's concerns · Responsible for hiring, training and firing of bar personnel · Maintained high customer service standards with personnel · Conducted regular staff meetings to inform as well as train · Established and enforced bar policies and procedures ·

Professional and personal references available upon request.