

Handwritten signature and date: 10/11/13

# SAMANTHA L. SINCLAIR

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## OBJECTIVES

To work with an organization where I can utilize, learn, and further my professional hospitality development.

## EDUCATION

Faulkner University Huntsville, AL  
August 2013 Bachelors of Business Administration  
• 3.7 GPA  
• Summa Cum Laude

## EXPERIENCE

Pan E. Vino | Huntsville, AL  
**Server/Barback** April 2013 – August 2013

Obtain knowledge of different wines to pair with certain entrees for guest presentation, prepare and pour mixed drinks/beer/wines, set up and host special event parties, catering, and banquets upon request for restaurant owner's fine dining restaurant, prepare and garnish dishes and desserts, actively participate in meetings with staff and management on ways of maximizing business prospects and cultivate ideas to stay a top ten restaurant in the area.

FUBAR | Huntsville, AL  
**Cocktail Waitress** October 2012 – April 2013

Arrange and coordinate private VIP events for patrons, maximize sales goals for promotional drink items, propelled business with development of new logo and fashionable uniforms, assisted with special events held to increase revenues during slower business nights, trained newly hired cocktail waitresses, assisted owner with various projects to improve environment, continually explored and discovered new methods to increase sales, maintained attentive and courteous demeanor.

Mellow Mushroom | Huntsville, AL  
**Server** April 2011 – October 2012

Exceed expectations of guests dining experience, prepare and run orders, organize and maintain storewide inventory, work with team members to keep store amicable under a high volume environment, communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen, perform duties to open and close the store to management standards, manage cash and credit card transactions via Aloha POS system, familiarize myself with drink specials and beer types and suggest to guests to maximize store sales goals.

## SKILLS

More than 5 years of experience in serving, from casual dining to fine dining and high volume club cocktail, skilled with POS terminals such as Aloha & Maitre'D, cocktail and mixed drink knowledge, wine and beer knowledge, ability to demonstrate high-levels of social etiquette, superior multi-tasking abilities, ServSafe certified, inventory maintenance, leadership and training skills.