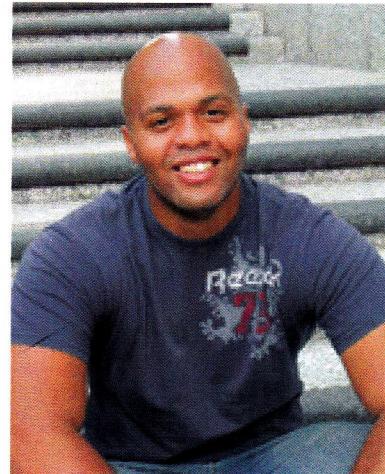


Jay Michael Allyn

4168 S. Normandie Ave.
Los Angeles, Ca 90037
-Willing To Travel-
(424)207-8294



Objective: Seeking a position where I can better utilize my skills in its profession and could further my working experience in Customer Service as well as participate in a group or as an individual in an effort to meet or go above company goals and standards.

Experience:

Savor(SMG Long Beach), Bar Captain/Bartender/Server, Long Beach 2012-Present

- Supervise Bartending Staff in Day-to-Day procedures for events including the Long Beach Grand Prix. Perform accurate inventory procedures. Maintain the highest level of quality Customer Service. POS experience. Bartend regularly upon request. Craft beer knowledge. Money Handling.

Los Angeles Trade Tech College, Admin. and Records Assistant, Los Angeles 2012-Present

- Assist Students and staff in various admissions and student related services including enrollment, adding/dropping classes, transcript processing, appeal processing, and processing data

National Bartender School, Bartending Instructor/ Substitute, Lakewood 2012-Present

- Instructing future bartenders with knowledge in over 200 drinks, customer service, and liquor history. As well as perform practical and written tests to students in order for them to receive their certification as a bartender. Accept Payment, enroll new students, collect debts among other administrative work.

Freelance Bartender, Self Employed, Multiple Locations 2010-Present

- Perform as a bartender for private events, parties, weddings ect. Mix drinks, ensure guests are entertained as well as keep my surroundings neat, bar backing. Set up and take down.

Jenny Craig Weight Loss Centers, Consultant, Lakewood, 2007-2010

- Assist clients by mentoring, strategizing, and planning for events in clients' lives, planning out workouts, maintaining weekly contact and accountability, Answering, assisting, and managing frequent calls made to the Centre, Reach individual and team monthly sales goals.

L.A.'s Best (LAUSD), Playground Worker/ Sports Coach, Los Angeles, 2006-2008

- Monitor children's behavior in interacting with other children and staff members, Coaching in various sporting activities and program-led tournaments, Conducting physical conditioning programs for each sport, inspiring children to do their absolute best in all aspects of life for the duration of my influence.

The Home Depot, Cashier 2005-2006; Playa Del Rey

- Provide quick checkout service, Thorough knowledge of all policies, procedures and duties related to customer transactions, Greet all Customers and maintain a safe and organized area to ensure highest quality customer service experience, Cashier of the month November 2005

Education:

- National Bartender School 2011 (2 week course, Certified Bartender)
- TIPS 2012 (1 day course, Alcohol Awareness Certified)
- Food Handlers Certified/ Safe Serve (Online)
- El Camino College, Torrance 2010-present
- Washington Preparatory High School 2000-2004 (Diploma)

References Gladly Upon Request