

# April Moon

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2405 N. Millbrae St  
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**Seeking Position As:**

**Server, Cocktail Server, Bartender**

## Professional Experience

### Party Staff

July 2013 – Present

Server/Bartender

Costa Mesa, CA

Set up and take down complete events, serve formal seated, banquet, tray passing hors d'oeuvres and wines, and bartend all events ranging from weddings (50 guests to 600), corporate functions, Marine Corp. Ball, University Fund Raisers, and In-Home house parties.

### Very Special Occasion

November 1997 -1998

Tustin, CA

Set up and take down complete events, serve formal seated, banquet, tray passing hors d'oeuvres and wines, and bartend all events ranging from weddings, corporate functions, and In-Home house parties.

### Mt. Madonna Inn

December 1990 – 1995

Watsonville, CA

Food, Cocktail and Banquet Server.

I returned to Mt. Madonna Inn where my true passion for Hospitality began as a teenager years prior. Prepping and setting up all banquet rooms according to guests requests, serving food and cocktails in the lounge overlooking the Watsonville/Santa Cruz Mountains. Always exceeding my guests' expectations while serving food and beverages and making sure every guest left with a positive dining experience.

### Department of Adult Parole Operations

June 2006 – May 2012

Parole Service Associate

Tracy, CA

- ✦ Managed case load by inmates release date, assessed parolees and inmates to determine eligibility for NRP and communicated unacceptable case factors with the Parole Agent II.
- ✦ Reviewed central file and entered information of controlling case details into compass to complete assessment of risk and needs for parole prior to interviewing inmate.
- ✦ Generated ducats when needed and conducted personal interviews and surveys; discussed general conditions and reporting instructions of parole with inmate.
- ✦ Accommodated inmates with any ADA issues and assisted with assessment survey; organized and held conferences with Parole Agent II, AOR and District Social Worker.
- ✦ Created case plans and provided them to inmate two weeks prior to parole release date, and completed exit interview by reviewing case plans with inmate.
- ✦ Assisted inmates with direct placement into a community program and confirmed residential address; compiled daily statistics and replied to all inmate requests.
- ✦ Communicated professionally with all institutional staff, processed Static 99s as priority for all 290 registrants, and attended monthly HRSO meetings at local parole office, assisting OD.
- ✦ Established eligibility for transfers prior to requesting TIRs, and travelled to other institutions as needed to help with backlog and special projects.