

323.270.4324 wendyhoward100@gmail.com

## W E N D Y H O W A R D



### SUMMARY

Seeking a challenging and rewarding position with a company that will utilize my education, training and experience, as well as have room for career advancement.

### EXPERIENCE

#### **2012-2013 Bar Manager Tikki Mermaid. Marina Del Rey**

- Duties included opening and closing of weekly vessel procedures
- Implemented food and beverage procedures as per company protocol.
- Ensured that all staff trained for their positions to maximize production and efficiency.
- Liaison for welcoming guests upon boarding the vessel.
- Followed and implemented drills for coastguard requirements
- Created Signature Cocktail featured on Yelp.

#### **1998-2012 Bar Manager/Red Buddha/Play Bar. Los Angeles**

- Scheduling of bar and security staff.
- Responsible for bi-weekly payroll.
- Nightly reconciliation of bar and door funds
- Monthly inventory of total bar supplies
- Coordinated and implemented sales and marketing activities for the bar.
- Promoted bands and party events.
- Ensured the cleanliness of all food and beverage facilities including the lounge patio bar and storage rooms.

#### **1994-1998 Bar Manager/Nell's. NYC**

- Conducted appropriate meeting and coordinated with the department leaders to ensure that proper communication lead to guest satisfaction.
- Duties included opening and closing of a high volume bar and restaurant.
- Responsible for alcohol and bar inventory.
- Promoted weekly entertainment.

### EDUCATION

Brooklyn College, BA, NYC  
Ernesford Grange College, UK

### ADDITIONAL INFORMATION

**Lead Certified Bartender. Food Handler Certification.**

International Travel: Germany. Canada. Brazil. Italy. Great Britain. Caribbean