

Dawn Kinsella

2712 O St #5

Sacramento CA 95816

707.813.1186

Qualifications

15+ years experience in food service industry: including banquet service, fine dining, casual dining, winemaker dinners, large private parties, cocktail service and bartending. Considerable knowledge of wine, especially focused on Mendocino county and Italian varietals.

Education

LEAD training (Licensee Education on Alcohol and Drugs) (2006, 2008, 2011)

Mendocino Professional Wine Service Certificate Program (2011)

ABC Bartending School (2013)

Relevant Experience

MENDO BISTRO: Fort Bragg CA 9/2005 - 1/2014, *Achieved "Highest Sales Average" yearly award four times*

Waiter: all phases of customer service from initial greeting, assisting guest with food and beverage options to payment of guest check and interfacing with kitchen staff to ensure guest satisfaction. Responsibilities also included end of night cash close out for drawer and reconciling evening sales/paperwork, assist co-workers with problem solving when General Manager was unavailable

Office Manager: 2006 - 2013

Maintain guest data base and monthly mailings, enter bills to be paid, point of contact for all billing issues, upkeep of gift certificate book and employee incentive program, input data for daily/weekly employee sales and generate report, entry/reconciliation of End of Day and deposits in Quick Books, weekly bank deposits, train employees on proper closing procedures for MICROS, process and distribute employee gratuities, update/print menus, ensure stock of necessary forms, ensure appropriate change in cash register, correct employee mistakes associated with clocking in/out, keep management informed of issues involving vendors, customers, employees and daily operations, end of year file maintenance, prepare new hire packets

Beverage Manager: 2006- 2013

Responsible for all phases of upkeep for the beer and wine list: cultivated relationships with both winemakers and distributors, negotiate prices, tasting and choosing new options, attend industry events, set up employee tastings/training, assist fellow employees with wine pairings for guests, disseminate information on updates, weekly inventory and ordering, select wine pairings for special menus, coordinate inventory for large parties

BARBELOW: Fort Bragg CA 6/2013 - 1/2014 *Recognized with "Highest Dessert Sales" award*

Bartender: Responsible for setting up original beer and wine options, Experience with both opening and closing bar, decide on evening drink special, hot food line set-up/breakdown as well as prepare food orders when prep cook was unavailable, bus and wash all glassware and dishes, assist guests with drink selections, collect paperwork/money from closing waiter and close out cash drawer and reconcile end of night paperwork

Other Experience

Extensive office experience: multiple line and pbx phone systems, Microsoft, Quick Books, data entry, entry level accounts receivable and accounts payable

References Available upon request

ABC BARTENDING SCHOOLS

*Upon the recommendation of the faculty
has conferred upon*

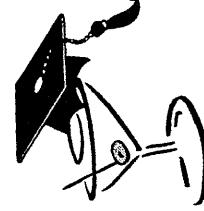
Dawn Kinella
this certificate of

BARTENDING

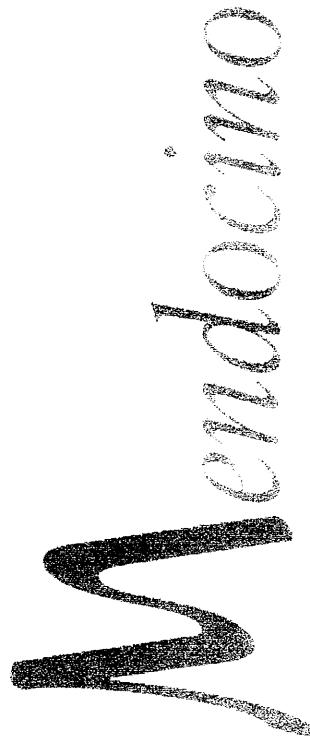
*with all the rights, honors and privileges thereto appertaining.
In Witness whereof, the signatures of
the President and the Instructor are hereunto fixed.*

23rd Day of May 20 13

a. J. Shevester
President



B. W. J. M.
Instructor



WINE & WINE EDUCATION

PROFESSIONAL WINE SERVICE
CERTIFICATE PROGRAM 2011

DAWN KINSELLA

HAS SUCCESSFULLY COMPLETED WINE SERVICE
TRAINING AND ATTAINED ADVANCED
KNOWLEDGE OF MENDOCINO COUNTY WINES



1020 Main Street
Chico, CA
95928

FINE DINING IN THE TRADITION
OF SOUTHERN ITALY

530-345-2233
Fax 530-896-1118
Siciliancafe@aol.com

August 1, 2005

To whom it may concern,

Dawn Kinsella has worked for the Sicilian Cafe for the past 3 1/2 years as a server and we feel fortunate to have had her as a member of our team. Dawn exhibits a strong desire to provide the highest quality of customer service, always willing to take the extra steps needed to exceed our guest's expectations. Dawn has really taken the time to get to know our regular guests over the years, which is very important to us as it makes our guests feel at home in our restaurant. The combination of her polished, professional serving skills and her warm, outgoing personality make her an excellent server. Dawn has been a most dependable part of our team and has been hard working, prideful in her work and has been extremely reliable.

We believe that Dawn would be a great asset to any organization and would highly recommend her. Please feel free to contact us you have any questions.

Sincerely,

James & Misti Taylor
Owners

MENDO BISTRO

Upstairs at The Company Store

12-30-13

To whom it may concern;

If Dawn Kinsella stands before you, you would do best to swoop her up and put her on your team.

Dawn has been with Mendo Bistro & Barbelow for many years now. We are sad to see her move on. In the years she has worked with us she has filled many rolls, and always with complete professionalism, tact, discretion, thoughtfulness, and a strong eye on detail. She is completely trustworthy and reliable. She has a good balance of confidence and humbleness. She can easily be one of the team or is comfortable taking a leadership roll.

Don't lose this opportunity. Put her on your payroll. I couldn't recommend her more.

Many regards,



Jaimi Parsons
General Manager.