

~~4/22/11 @ 5:10 pm~~

4/23 @ 12:00 pm

# Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm Nicole Rahm

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## Experience

### Vons:

11/07-07/09

Front desk manager. Directed and answered all phone calls. Completed all money orders and transfers along with all other customer inquiries. Periodic money drops of all tills multiple times a day. Out of stock inventory and all other closing shift paperwork. Trained as cashier, floral department assistant manager, Starbucks barista, night bakery assistant, as well as produce stocker. (Reason for leaving: moved out of state for college)

### Brookhaven Country Club:

02/

10-08/11 Lead server and Captain for the Grille. Used Aloha sales system. Back up bartender, mixing cocktails and interacting with bar customers. Generally providing an outstanding and memorable experience for all members of the club. Train all new servers and hosts, as well as coordinate staff for all major banquet events. (Reason for leaving: hired as manager for HHG (bar and grill))

### Sonny Bryans Smokehouse/HHG (Bar & Grill)

08/11-08/12

Manager. High volume, fast paced bar and grill during the day, club type bar at night. Handled all ordering and inventory of product. All paperwork, PnLs, spreadsheets, RMS reports and percentage reports. Hired, scheduled, and trained all employees. Created and implemented business plans to gain and keep customers. 25% of time spent doing paperwork, training, and event planning. 75% of time spent bartending and interacting with customers. (Reason for leaving: moved back to California for personal reasons)

### Private bartending/ catering

08/09-

**Present** Working with various private catering and bartending companies, as well as working private bartending events for clients. Lead bartender for events ranging from 5 guests to 1,000 guests, for a minimum of 3 hours to 10 hours. Involved with all aspects of events, arranging events, contracts, planning and organizing, along with the final execution of the events, and clean up. (Still working)

## Education

### Seegerstrom Fundamental High School

2008

Graduated with 3.4 GPA.

### Dallas Christian College

2009/2011

Leadership and cultural communications, with an emphasis in business management.

### ABC Bartending School

2011

## Skills

Extensive computer knowledge and customer service skills. Microsoft Word. Excel. PowerPoint. Outlook. Creating spreadsheets. Work with PC and Mac. Knowledge of all general office equipment. Receiving and shipping products. Billing. Invoice. Payroll. Experience in management and leadership for large companies (grocery store and bar). Knowledge of inventory and ordering along with invoice tracking and percentages for profitability of products. High attention to detail. Labor management. Inventory control. Quality control. Sales analysis. Food handlers certified. TIPS certified.