

Gina Williams

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PROFILE

Possesses several years experience in bartending, serving and customer service with restaurants and establishments such as Dynasty Restaurant and Lounge and Bottom Line Lounge. Extensive call center sales and customer service experience with companies such as Anderson Windows.

PROFESSIONAL SKILLS

- Mixology
- Fruit knives, Lime Slices, Olive Stuffers
- Cocktail Strainers
- POP Terminals
- Friendly, works well with others
- Excellent Customer Service

EXPERIENCE

Bartender / Server

Dynasty Restaurant and Lounge **Inglewood, CA** **5/2003-2/2011**

- Knowledge of liquors and mixing various drinks
- All food and beverage orders and transactions
- Processed all cash and credit transactions
- Balanced Receipts
- Maintained cleanliness of bar and service area
- Checked identification of customers to verify age requirements for alcohol purchases

Bartender / Server

Bottom Line Cocktail Lounge **Los Angeles, CA** **9/1999-11/2007**

- Stocked bar with beer, wine and liquor as well as related supplies such as ice, glassware, napkins, and straws
- Cleaned bars, work areas and tables
- Mixed ingredients such as liquor, soda, water, sugar, and bitters to prepare cocktails/drinks
- All food beverage orders and transactions
- Processed all orders from staff or directly from patrons
- Monitored clients to limit excessive drinking, problems and liabilities

Customer Service/Sales Representative

Anderson Windows **St. Louis, MO**

- Sales and Customer Service Representative for large call center
- Met and exceeded all sales quotas
- Processed all orders client issues and requests

EDUCATION

Belleville Area College / General Coursework / Belleville, IL

References By Request