

**Paula J. Cain**

2772 Sydney Way

Oakland, CA

[\(510\) 206-1346](tel:(510)206-1346)

[\(maejhonnie@yahoo.com\)](mailto:maejhonnie@yahoo.com)

Facebook @

[PaulaCain31@yahoo.com](https://www.facebook.com/PaulaCain31)

**Objective: Position of Restaurant or Bar Management, Quality Assurance Technician,  
Bartender Or Server**

**Skills: I am energetic, outgoing, friendly and dependable. Seasoned in high volume dinner experience as well as in your local neighborhood bar, possessing charm and charisma.**

**Certified and informed in food service operations**

**Las Vegas Certificates,**

**TAM-Techniques Alcohol of Management-Certified-7/5/12**

**SNHD- Food Handler Safety Training-Certified-1/1/13**

**NON-GAMING- ID #3083151- Certified-1-/6/13**

**PILVB- PROVISIONAL-A022495-Certified-3/12/13**

**California Certificates,**

**Safe/Sever Management - Certified 8/15/13**

**Summary of Qualifications**

**10 + years experience-Events**

**Coordinate details of events , conferences weddings , birthdays, anniversaries, charity events, trade shows,**

**sales meetings, business and employee appreciation events. calculate budgets and ensure they-are adhered to.**

**book talent, musician, bands, DJ s**

**Select chefs or catering companies to prepare food for the event**

**12 + years experience-Bar**

**Great ability to make and serve beverages from the bar which is restricted to some varieties and brands of wine, beer, soda, and liquor.**

**Strong knowledge of the exact proportions and combinations to utilize in making beverages according to request from cocktail attendants and patrons.**

**Great ability to identify unruly or intoxicated patrons and to solve the problem or seek help if required.**

**Great ability to rapidly recognize impending lacks of supplies based on a volume of business and covers their timely replacement.**

## **Professional Experience**

**AMF Lanes - South-shore**  
**Alameda CA 8/16/13-Present**  
**Events Coordinator & Lead Bartender**

**Fiesta Stations Casino & Hotel**  
**Las Vegas NV 1/6/13-7-7-13**  
**Bartender/ Banquet Sales**

**Santa Fe Stations Casino & Hotel**  
**Las Vegas Nv 8/13/12-1/6/13**  
**Promotions Dept/Sales/Banquet Captain**

**Marc 49-Champagne & Wine Bar**  
**Oakland Ca (2011-2012 Head Bartender)**

**Crystal Springs Golf Course – Wedding & Banquet Center...**  
**Burlingame, CA. (2011 to –2012) Banquet Captain/Manger/Food Service**  
**Management Certified**

**Identify and contact prospective clients to actively promote banquet/catering sales.**

**Ensure timely follow up with clients to discuss all details of event. Preparation of event**

**agreements and contracts with clients for all scheduled events.**

**Provides clear and timely communication with clients.**

**Plans, develops and implements comprehensive catering sales.**

**Provides the highest level of professionalism, customer service in planning and executing all**

**catered and private dining events.**

**Ability to Interact with all levels of management including, but not limited to , general manager,**

**chef and support staff.**

**Provides support at trade shows, wedding events, off-site marketing events, etc.**

**Filing and other support as needed Provides administrative support for marketing materials in**

**conjunction with General Manager and Special Events Director**

**Bartender, The Silk Road**  
**Oakland CA, (2008-2009)**

**Keep sufficient supplies of items like trays and glassware.**

**Combine and prepared flavors for mixture of drinks.**

**Refilled supplies of equipment's at bars**

**Responsible for operation of a bar, receipt and inventory accountability.**

**Bartender, The Brick House  
Oakland CA, (2007-2008)**

**Bartender, Bank Club Cafe  
Oakland CA, (2001-2009)**

**Bartender, Condor Club  
San Francisco CA, (2001-2005)**

**Academic Education:**

**Castro Valley High School, Castro Valley, CA (1998)**

**Cal East bay- HR and Project Management**

**Regional Occupational Program (ROP)**

**I am currently looking for a full or part time position .I am customer service oriented, business savvy, organized and attractive, with experience in fine dining and**

**possess top notch management skills in local & tourist-Events!**

**References: Available Upon Request.**