

Paula J. Cain

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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.