

Donald M. Schleifer, II

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OBJECTIVE

Over five years of customer service experience in restaurants. Motivated to gain employment in a serving or bartending position to utilize exceptional hospitality skills and customer care abilities to maximize revenue and build rapport and develop regular clientele in a fast-paced establishment.

EDUCATION

Bachelor of Arts- Arts, Entertainment, Media Management	01/2005-06/2009
<i>Columbia College</i>	Grad. June 2009
Chicago, IL	GPA (3.65/4)

EMPLOYMENT EXPERIENCE

Shameless Lounge: Key West, FL- Sarah Valerio- Owner- 305-731-7135	08/2013-08/2014
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- High end fast-paced 140+ seat restaurant that demanded a personality and work ethic to keep and create regulars.
- Emphasis on working together. It did not matter if it was your section or not, we helped each other out to make customer experience special and work more efficient.
- Necessary ability to make drink orders accurately and swiftly
- Accurately and quickly take and place food orders. Answer all questions about cooking methods, menu items, specials and prices.
- Check food appearance, temperature and portions to make sure it is up to company standard
- As bartender, served my bar (15 seat) as well as serve the service bar simultaneously. Many times doing my own barbacking and food running.
- Knowledge of wide variety of mixed drinks
- Memorizing drinks and food orders for regulars
- Assisted with the initial opening process of the restaurant.

Marek's Collier House: Marco Island, FL- Peter Marek- Owner- 239-642-9948 06/2011- 06/2013

Bartender & Server

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The Dish at Fortunes Lounge: Marco Island, FL

12/2009- 10/2010

Bartender

- Knowledge of wide variety of mixed drinks
- Memorizing drinks and food orders for regulars
- Accurately and quickly take and place food orders. Answer all questions about cooking methods, menu items, specials and prices.

- Check food appearance, temperature and portions to make sure it is up to company standard
- Served my 20 seat bar as well as service bar

Island Valet Services: Marco Island, FL

10/2009- 09/2010

Driver

- As being the first and last impression of a restaurant of business, professionalism and courtesy is the most important part of valet in which was my standard

Jam Roxx Entertainment: Cary, IL

03/2008-09/2009

Promoter

- Organize the scheduling and promotion of events.
- Negotiating contracts with venue owners, managers, and the musicians.
- Offer the synergy with bands and venues
- Creating promoting conduits with radio stations and various newspapers.
- Coordinating with attorneys to write up contracts for events.

V.I.P. Valet Services: Elgin, IL

07/2006- 04/2009

Driver

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Hackney's Restaurant: Lake Zurich, IL

11/2007-08/2009

Server

- Busy family style restaurant that has been around for over a half century which specializes in beef products and various comfort food.
- Need to be accurate and friendly, knowing the regulars' usual orders
- Assist with bartending if needed

Biltmore Country Club: Barrington, IL

06/2005- 08/2005

Caddy

- Cater to the needs of golfers.
- Suggest different methods to lower score
- Teach them to get the ball in the hole

LICENCES

CA Food Handlers Card

VOLUNTEERING POSITIONS

Congressman Gutierrez of the Illinois 4th District: Chicago, IL

October 2008

Volunteer

- Assisted families in creating reports for their illegal immigrant family members.
- Reports were brought to congress by Congressman Gutierrez to ask for government lenience.
- Educated families of the processes they must take to assist them in this dilemma.
- Gained knowledge of the difficult lives these people live and the effect of the law on these families.

P.A.W.S.: Crystal Lake, IL

September 2006

Volunteer

- Walking dogs and training obedience.
- Monitoring health and behavior of dogs daily noting any erratic behavior
- Assisting the public with their questions about adoption and the foundation.
- Performing cleaning tasks such as laundry, dishes, cleaning feces, and washing the dogs.