

Adam Guerra  
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Long Beach, California 90815  
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(562) 381-4623

To Whom it May Concern:

I would like to submit my resume with the possibility of joining your organization. It is my understanding that you have an opening in your organization for a person with my qualifications. The enclosed information will furnish you with my overall background and capabilities. I have been in the hospitality business for over 10 years, and have climbed the FOH ladder from busboy to my current title of F&B Receiving Clerk, which is prominently filled with Bar/Restaurant Managerial responsibilities of a multi-million dollar Food & Beverage Department. Unfortunately this is an hourly position that forces me to supplement my income with various bartending gigs on the side in order to achieve my desired level of income. I am currently interested in using my many years of experience and operational knowledge, in addition to my devoted, steadfast, and diligent work ethic to take my career to the next level. I would very much appreciate a personal interview at your convenience.

Please contact me at the above address. Thank you for your consideration.

Sincerely,

Adam Guerra

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## EDUCATION

Warren High School Downey, CA	June 2000
High School Diploma	
Cerritos College Norwalk, CA	May 2001
Emergency Medical Technician Certification	
National Bartending School	August 2007
Certificate of completion with TIPS certification	

## EMPLOYMENT HISTORY

Commerce Casino	February 2010 - Present
6131 East Telegraph Road	
Commerce, CA	

Food and Beverage Receiving Clerk (8/11-Present) Barback/Bartender (2/10-8/11)

- Responsible for weekly ordering of liquor and keg beer for all revenue centers, which include a walk-up service bar, 20 stool bar containing service well that services casino floor, a 3 well full service sports bar, and banquet department which handles various special events year round.
- Maintain and audit par levels in all revenue centers as well as basement warehouse liquor cage and keg coolers.
- Insuring bottle for bottle exchange on all liquor and wine requisitions for each revenue center for daily replenishment.
- Lead role in maintaining and ensuring accuracy in all Food-Trak shopping lists and requisitions for revenue centers pertaining to the liquor/wine/keg beer operation and distribution. As well ensuring products are documented correctly if they distributed elsewhere such as executive offices, board rooms, off site events etc.
- Accountable for inventory in liquor room, including maintaining accurate par levels based on business needs, assuring FIFO rotation of all product, and taking monthly inventory of all revenue centers.
- Created daily checklist for each individual bar consisting of both opening and closing cleaning procedures.
- Conduct monthly walkthroughs of all bars to ensure all bars are operating efficiently and compliant to health department 'A' grade standards.
- Ensuring with the assistance of Assistant Clerk that basement warehouse areas are clean and clear of debris in accordance with OSHA laws of safety and sanitation. Including maintaining swept and mopped floors as necessary.
- Troubleshoot various aspects of daily operations including multiple draught beer systems, BiBs, CO2/Nitrogen systems, Satellite Television feeds, Micros POS systems, before calling for outside assistance.
- Assist/meet with executive operations management with decisions regarding scheduling, staffing levels, adding/removing products, creating promotions, creating cocktail menus, as well as ensuring costs are competitive yet profitable for the company.
- Point of contact with representatives of distributors to discuss current products, new products, eliminating products, marketing strategies as well as negotiating periodic bulk buys that are cost effective and profitable for the company.
- Conduct new hire training for both bartender and barback positions.
- Create specialty drinks for special events and cocktail menus, as well as creating the correct strategy for successful execution

- Work with various other departments including; Security/surveillance during standard cutoff procedures that include obtaining a photo of patron, Transportation in the way of fulfilling orders for casino limo/car service as well as party bus; Housekeeping which assist in various cleaning of bars ;Marketing to fulfill any needs required for special events including arranging staff, assuring bar staff are properly equipped to complete task at hand, creating cocktails catered to specific events, as well as creating the correct strategy for successful execution.
- Attend monthly Safety Committee Meetings.
- Bartend for special events or in events of subpar staffing levels.

Galaxy Sports Club  
1810 East Carson Street  
Carson, CA  
Bartender

August 2007 – February 2010

- Greet and serve customers in a prompt and courteous manner.
- Responsible for all monetary transactions and balancing for entire shift.
- Responsible for inventory, stocking, ordering and sanitation of bar.
- Supervised and trained newly hired bartenders.
- Responsible for completing various side work including but not limited to: maintaining cleanliness of restrooms, bussing tables/bar top and restocking supplies as needed.
- Responsible for daily opening and closing procedures.

## References

Yann Peron  
Commerce Casino  
6131 Telegraph Road  
Commerce, California 90040  
(323) 816- 3678  
Food and Beverage Operations Manager

Christopher Powers  
Commerce Casino  
6131 Telegraph Road  
Commerce, California 90040  
(562) 237- 8796  
Food and Beverage Manager

RB Bonner  
Galaxy Sports Club  
1810 East Carson Street  
Carson, California 90745  
(562) 704- 0238  
Owner/Manager

Diane Navar  
Olive Garden  
16811 Beach Boulevard  
Huntington Beach, California 92647  
(714) 847- 8874  
General Manager