

# Kyle C. Matzner

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**Objective:**

To find a challenging career in bartending where I may grow professionally and personally. I am seeking a position that will utilize my skills and expertise in the service industry while offering the chance for advancement.

**Skills:**

Excellent organization

Work well in a team environment as well as individually

Strong written and oral communication skills

Knowledge of MS Office

Proficient in Restaurant Manager

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**Education**

8/10-5/12 San Francisco State University San Francisco, CA

**Bachelor's Degree**

Communications

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**Experience**

03/13-Current Date Belasco Theater Los Angeles, CA

**Bartender**

- Highly skilled in mixing, garnishing and serving drinks in keeping with bar's specifications
- Comprehensive knowledge of inventory on hand, drink mechanics and drink pricing
- Proven the ability to receive and deliver orders quickly
- Anticipate guests' needs to decide if additional service is needed

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11/12- 08/13 ValleyCrest Calabasas, CA

**Data Analyst/SSC Associate**

- Assisted with a fuel tax project that helped the company receive over one million dollars in refunds
- Reviewed thousands of invoices utilizing online data base to input information into spreadsheet format
- Performed other office tasks as directed – wrote letters, researched tax information, clarified information via phone
- Helped organize accounting department by preparing information for scanning and disposing of outdated paper documents
- Worked with Shared Services Department preparing documents for electronic storage
- Scanned documents and input critical data for future retrieval through electronic means

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5/12-11/12 Marina Beach Film Productions Los Angeles, CA

**Production Assistant**

- Organized accommodation for cast and crew
- Assisted cast members and crew during shoot, at times running errands for them
- Organized accounts and expenses