

Lisa Price

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Objective

I am a very organized and detail oriented individual who is confident and steadfast while taking initiative of my responsibilities. I have a very well-rounded skill set that has taken a natural progression from eager to learn and quick to catch on to a born leader that owns my responsibilities and priorities. I am an effective team leader and player whom is able to positively foster relations with customers, clients, peers, vendors, managers and 3rd parties flawlessly. I would be successful in an organization and continue to progress whether I entered the ladder from the bottom, at the top, or somewhere in between. My intent is to let the combination of my education, work experience and relationship building lay the foundation for a solid career with a solid organization.

Professional Profile

Management, Supervisor, Shift Leader, Key Holder

- Successfully Managed, Supervised and lead teams ranging from a 2 person staff to a 20 person staff to accomplish day to day tasks as well as reach predetermined goals
- Successfully implemented labor control, portion control and inventory control/levels
- Held these positions in the server and bartender environment
- Effective Communication, both verbal and written, internal and external, with professional demeanor and humble disposition
- Effective Peer Leadership with an emphasis on confidentiality, showing respect, and convincing others their input is valuable and important

Server/Bartender – Casual Dining, Five Star Dining, Cocktail and On-Call Banquet

- Proven customer service professional
- Proven Emphasis on Quality Service, Proper Food Handling, and Adequate Cash Handling
- Above Average teamwork always going above and beyond the required tasks
- Ability to pre-empt issues and to stay continuously busy

Administrative, Clerical, Data Entry and Reporting

- Running and Analyzing a host of reports for various departments and for a multitude of reasons whether for internal review or external delivery
- Documenting and Reviewing Processes
- Developing Presentations and strong letter composition skills
- Extensive Microsoft Office – Word, Excel, PowerPoint
- Database Management and query writing for easier reporting
- Effective handling of phone systems, mail systems, email systems, faxes, online portals, face to face queries and all other administrative functions
- TYPE 70 WPM and also 10-Key

Work History

2010-2012 Server: Sacramento River Train/Mendocino Railways
2007-2009 Data Control Specialist, Whole Foods, Austin, TX and Seattle, WA
2005-2007 Bartender/Cocktail Server, The Water Tank, Round Rock, TX
2003-2005 Customer Service Supervisor, The Home Depot, Austin, TX
2002-2003 Head Bartender – Server Shift Leader, Shooters Pool Hall, Austin, TX
1999 -2001 Server/Bartender/Key Holder, Shennanigans Lounge, Austin, TX
1998-1999 Administrative Assistant, Texas Methodist Foundation, Austin, TX
1995-2000 Hostess, cashier, server, bartender, shift leader and supervisor,
Various Restaurants, Odessa and Austin, TX

Education

2011 - 2014 American River College, Sacramento, CA

- 80 Completed Semester Hours with 3.0 GPA
- 20 Completed Semester Hours with emphasis on ACCOUNTING

References

References are available on request.