

**OBJECTIVE**

To obtain a challenging position as a Bartender where I can utilize my skills, knowledge, and experience.

**SKILLS AND QUALIFICATIONS**

- 10 years of bartending experience
- Exceptional inventory management
- Dependable and reliable
- Excellent customer service skills
- Ability to multitask and stay organized
- Proficient computer abilities

**WORK EXPERIENCE****Bartender**

- Conduct and assist with high volume draft pouring
- Handle cash and give out correct change for customers
- Communicate with customers and staff members regarding beverage orders
- Set up bar, alcohol, cut fruit, clean glassware, stock ice and beer, and handle cash drawer
- Mix, pour, serve, and take orders in a high volume bar
- Entertain, smile, offer drink suggestions, and ensure customers come back
- Sanitize work area, breakdown bar, stand for long hours, handle cash, and balance cash drawer
- Book bands, DJs, and manage special events as well as hire and train security and staff
- Create and arrange promotional campaigns in all types of media forums
- Set up budgets, contracts, travel times, transportation, and hotels for artists
- Reserve venues, handle payments, negotiate with clients, and schedule appearances
- Record beverage and food orders, clean glasses, bar, work areas, floors, spouts, and utensils

**Manager**

- Managed opening and closing bar, balanced cash, and collected money
- Supervised ordering alcohol, designed menus and website, planned events and daily specials
- Prepared, mixed, loaded, lit, and served hookah pipes to customers
- Oversaw private bartenders for special events, banquets, and celebrity parties
- Led daily operations of setting up and braking down bar at the beginning and end of shift
- Administered the preparation of bar menus, glassware, garnishes, and ice buckets
- Directed the arrangement of contracts and negotiated rates, time, travel, and hotel for clients

**WORK HISTORY**

Bartender, L.A. Coliseum, Los Angeles, CA	03/2015 - On Call
Bartender, L.A. Parkview Hotel, Los Angeles, CA	10/2014 - On Call
Promoter/Web Designer/Booking, Kingston 12 Nightclub, Los Angeles, CA	12/2011 - On Call
Bar Manager, AJ's Cave Hookah Bar, San Diego, CA	05/2013 - 01/2014
Bartender/Promoter, Badgyaline Productions, Los Angeles, CA	09/2010 - 03/2012

**EDUCATION**

National Retail Federation, Oxnard, CA	Customer Service and Sales Certificate
National Restaurant Association, Oxnard, CA	Food Handler (ServSafe) Certificate
Ventura College, Ventura, CA	Athletic Training Certified
Pierce College, Woodland Hills, CA	Advance Aerobic and Advanced Water Safety Certification
Westlake High School, Westlake Village, CA	Diploma

Name Whitney Whiteside  
Score      / 35

**Servers Test**

**Multiple Choice**

- b 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- c 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- d 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- g 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- a 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

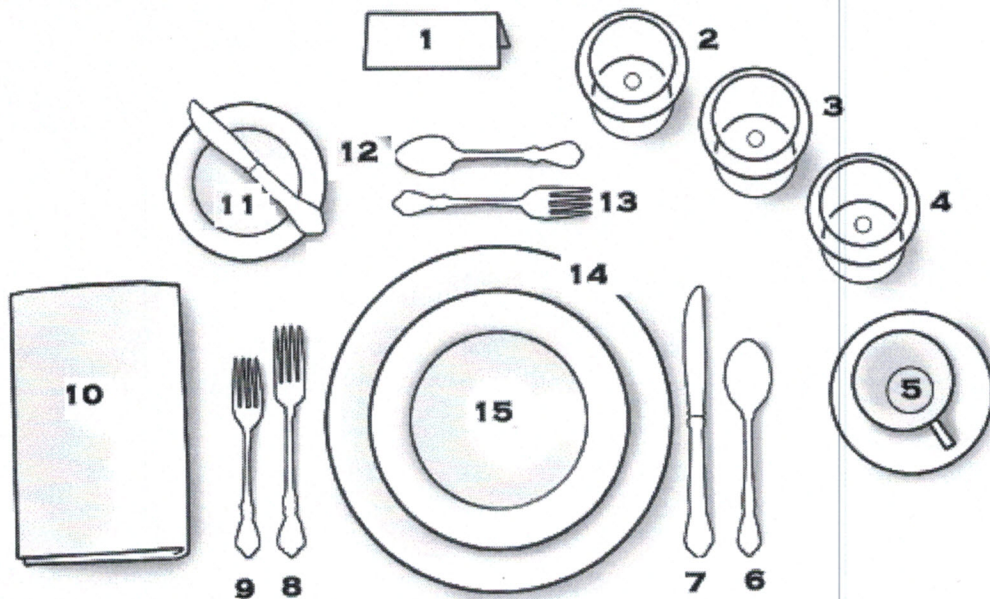
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>e</u> Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>B</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>G</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>c</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |



Name \_\_\_\_\_

**Servers Test**

Score / 35



**Match the Number to the Correct Vocabulary**

- |           |                       |           |                              |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin                | <u>8</u>  | Dinner Fork                  |
| <u>11</u> | Bread Plate and Knife | <u>5</u>  | Tea or Coffee Cup and Saucer |
| <u>1</u>  | Name Place Card       | <u>7</u>  | Dinner Knife                 |
| <u>12</u> | Teaspoon              | <u>4</u>  | Wine Glass (Red)             |
| <u>13</u> | Dessert Fork          | <u>9</u>  | Salad Fork                   |
| <u>6</u>  | Soup Spoon            | <u>14</u> | Service Plate                |
| <u>15</u> | Salad Plate           | <u>3</u>  | Wine Glass (White)           |
| <u>24</u> | Water Glass           |           |                              |

**Fill in the Blank**

- The utensils are placed 4 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? sugar & cream
- Synchronized service is when: more than one server
- What is generally indicated on the name placard other than the name? nothing
- The Protein on a plate is typically served at what hour on the clock? 6 o'clock
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
serve them first