

ANNA CALVIN

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OBJECTIVE

A bartender position that uses my mixology and customer service skills to effectively support the operations of a hospitality venue.

PROFESSIONAL EXPERIENCE

Bartender

Nob Hill Masonic Auditorium, San Francisco, CA

September 2013 to present

- Serve cocktails, beer and wine during high volume concert events in a fast, efficient manner.
- Conduct a monthly inventory of all bar product according to venue guidelines.
- Collect cash and run credit card transactions after verifying that all customers meet the legal drinking age.
- Reconcile all cash and credit card transactions at the end of each shift via Appetize, a P.O.S system.

On Call Bartender

Circa Restaurant, San Francisco, CA

November 2012 to August 2013

- Efficiently mixed ingredients to prepare cocktails while evaluating customers to prevent the over consumption of alcoholic beverages.
- Utilized a Micros P.O.S system to ensure the proper handling of cash and credit cards during private parties/functions.
- Answered any guest questions regarding the cocktail/food menu in a professional, courteous manner.
- Cleaned and hygienically maintained the bar area and any related tools/equipment, as needed.

Bartender

Broadway Studios, San Francisco, CA

November 2011 to September 2013

- Readied a variety of drinks (beer, wine, cocktail) during private events for an upscale business club.
- Organized the bar area prior to each shift in order to ensure proper distribution of bar products, supplies and alcohol.
- Assisted the lead bartender with maintaining all inventory and restocking the bar area as needed.

CERTIFICATIONS

New York Bartending School

TIPS Certification

CA Food Handlers Certificate