

**Kenyanna Dixon**  
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**Summary:** An outgoing, attentive and charismatic individual, who is experienced and passionate of the hospitality, food service and customer driven industry. A professional possessing a strong aptitude for multi-tasking and being able to work effectively with supervisors and co-workers alike. Well-versed in customer service and specialty drink preparation. I am looking for a suitable position with a company that is serious about hiring, developing and promoting talented people.

**EDUCATION:**

<b>Mission High</b>	Diploma -2000
<b>Le Cordon Bleu Culinary Arts</b>	1/2007-6/2009
<b>ABC's Bartending School</b>	Certificate -8/2010
<b>Prince George's Community College</b>	-Present

**Professional Experience:**

<b>THE GAME ROOM</b>	Bartender	09/2014-10/2016
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Duties: Mixing and serving alcoholic beverages to customers. Creating beverage lists, menus and drink promotions. Following all safety and sanitation policies when handling food and beverages. Checking a customer's identification to confirm that they are legally able to consume alcohol. Monitoring the intake of alcohol by guests, and prohibiting the sale of alcohol to those who are intoxicated. Upselling food and beverages to customers. Providing outstanding customer service. Engaging the guests in conversation, receiving money from customers and process all card payments. Maintain cleanliness of the bar area as well as glasses and utensils, and various other duties as assigned.

<b>Via Cali Catering</b>	Host/Bartender	04/2010-09/2014
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Duties: Ensuring that customers receive efficient and prompt service, providing customer service through all forms of banquet service, carving stations, bartending, running food during events, buffets, plated, replenishing product and supplies. Ensuring that the events are properly equipped and executed. Helping to ensure a safe and clean work environment. Greeting customers, taking orders, prepared and served cocktails as well as food plates. Monitored sales, maintained records and various other duties as assigned.

<b>Safeway</b>	Cashier	08/2008-04/2010
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Duties: Providing customer service, scanning items, checking IDs when selling age restricted items, processing payments, and making change. Balancing drawers, greeting customers and helping maintain a clean and organized store environment. Assisted in unloading deliveries, stocked shelves and various other duties as assigned.

<b>Bread n Cocoa</b>	Cashier	06/2005-08/2008
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Duties: Provided fast, friendly and accurate check out services for customers using computerized cash register systems. Prepared hot, cold, and baked goods to customers, utilizing accuracy and basic math skills to memorize product identification codes. Assisted customers and helped maintain a clean and safe work environment. Bookkeeping records of stocks and supplies and various other duties as assigned.

**Professional Skills:** Pleasant personality and excellent communication skills, ability to greet and interact with customers to understand their requirements. Expert in increasing sales, ability to attract new customers with exclusive bartending and customer service skills. Educating customers about drinks and food available on the menu. Experienced in managing and maintaining records. Ability to work well under pressure in a fast paced environment. Excellent money handling, math and reading skills.