

# Michelle Filijan

MFilijan@Gmail.com

1360 Palm Avenue, Beaumont CA 92223  
(909) 528-2658

2011  
2010 - 2011  
2009 - 2010

National Bartending School  
Crafton Hills College - Completed some Business Management courses  
Musicians Institute/Music Business Certificate

## Work History:

**September 2016 – February 2017 Rochester's Sports Bar & Family Diner**  
Bartender/Server

**March 2016 - January 2017 Seabolt & Vincent, LLP - Phoenix, AZ**  
Administrative assistant to accounting department

**June 2014 - March 2016 - Stockyards Restaurant - Phoenix, AZ**  
Bartender/Server

**April 2014 - June 2014 BackPro Chiropractic**  
Receptionist and Medical Assistant for Chiropractic office.

**January 2013 - February 2014 - Freelance Event Coordinator/Promoter**  
Booking musical talent and organizing events for local venues or business events/charities in Riverside and San Bernardino County. West coast tour booking agent for local talent.

**April 2012 - June 2013 - Morongo Casino Golf Course at Tukwet Canyon - Cabazon, CA**  
Bartender/Server including banquets (Weddings, Tournaments, High school awards ceremonies, etc.)

**September 2011 - April 2012 - Bailey's Sports Bar & Grill - Yucaipa, CA**  
Day bartender. Only employee available during day, responsible for all guests.

**2009 (May- Sept) Mitch Schneider Organization/Internship - Sherman Oaks, CA**  
Handled on-site publicity during Cypress Hill Smoke out - Responsible for having contracts signed, checking in photographers and videographers, supervising media coverage, escorting TV crews across fairgrounds, setting up artist interviews with media, etc. In office duties included putting together press kits, website management, proof reading press releases, mailing out event invitations and press kits, making phone calls to retrieve contact information on artists, managers, media outlets, etc.

**2006-2008 - Tony's Spunky Steer Family Diner - Redlands, CA**  
Waitress

## References:

<b>Travis Moore</b>	
GM/ Bar Manager at Stockyards	(602) 273 - 7378
<b>Joyce Hartzell</b>	
Supervisor at Morongo Golf Course	(951) 264 - 4968
<b>Sam Aleman</b>	
Manager at Rochester's	(480) 341 - 2575