

## **Leon A. Edrington**

811 E. Armour Blvd. #301

Kansas City, MO 64109

816.550.9727

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### **EMPLOYMENT**

**2/2016 - 2/2017 Banquet Bartender/Server, On Call, The Gallery Event Space, Kansas City, MO**

Responsible for bar setup/teardown, accurate pour counts, responsible pouring and beginning/ending beverage inventory. As a server, responsible for assigned setup/teardown duties and guests' entire dining experience at the tables assigned by the Banquet Captain.

**10/2014-12/2015 Server, Garozzo's Ristorante, Kansas City, MO**

Responsible for guests' entire dining experience. Additionally responsible for accurate P.O.S. entries, paperwork and assigned side work duties.  
Regularly served in the V.I.P. Room when booked.

**3/2011-9/2014 Partner, G.L. Property Services, Kansas City, MO**

Responsible for all accounting of the company. This includes all accounts receivable/payable, payroll and P/L statements.  
Past duties included acquiring equipment, acquiring regulated insurance, advertising, contacting/contracting potential clients, dispatching my partner/employees to these locations, interviewing/hiring/disciplining employees.

**12/2012-9/2013 Server/Bartender, Poco's on the Boulevard, Kansas City, MO**

Responsible for guests' entire dining experience. Additionally responsible for setup/breakdown of the bar and dining room, responsible pouring, accurate P.O.S. entries and paperwork.

**8/2012-6/2013 Server/Bartender, The Beacon Tavern, Kansas City, MO**

Responsible for guests' entire dining experience. Additionally responsible for setup/breakdown of the bar and cocktail area, responsible pouring, accurate P.O.S. entries and paperwork.  
Served as a banquet captain in the Monk's Loft when booked.

**10/2007-2/2011 Director of Banquets, InterContinental Hotel, Kansas City, MO**

Responsible for the management, staff and operations of all banquet space. Other responsibilities included hiring/training of all new associates, scheduling, labor forecasting/control, inventories of linen and smallwares.  
Additionally responsible for one year, in the absence of a Food & Beverage Director, for the Oak Room Restaurant, 24 hour room service/ honor bars and pool operation seasonally.

- 6/2007-10/2007 **Catering Manager/Event Coordinator, Holiday Inn Sports Complex, Kansas City, MO**  
 Responsible for the sales of meeting/banquet space, contacting clients, writing detailed Banquet Event Orders, reviewing charges and collecting payment for all functions booked.  
 Additionally responsible for the staffing, setup, execution and teardown of all functions booked.
- 3/2007-10/2007 **Banquet Server On-Call, Westin Crown Center, Kansas City, MO**  
 Responsible for assigned setup/teardown duties and guests' entire dining experience at the tables assigned by the Banquet Captain.
- 11/2004-3/2007 **Banquet Captain, Brio Tuscan Grille, Kansas City, MO**  
 Responsible for meeting all clients, confirming all details outlined on the Banquet Event Order, organization of staff and execution of all space/parties. Also responsible for accurate P.O.S. entries, collecting payment if not done so in advance and completing appropriate paperwork.
- 4/2001-11/2004 **Wine Cellar Captain, Pierpont's at Union Station, Kansas City, MO**  
 Responsible for meeting all clients, confirming all details outlined on the Banquet Event Order, organization of staff and execution of all space/parties. Also responsible for accurate P.O.S. entries, collecting payment if not done so in advance and completing appropriate paperwork.  
 Served as Food & Beverage Trainer from 2/2002-11/2004. Responsible for extensive classroom and floor training that included detailed culinary knowledge of seafood, beef, sauces and ingredients. This training also included extensive wine/bar knowledge and how to pair them. All new associates were required to pass exams on a daily basis.

## EDUCATION

- 8/1994-5/2000 **The University of Kansas, Lawrence, KS**  
 Bachelor of Business Administration, School of Business

## REFERENCES

Richie Parker, Bar Manager, Gallery Event Space, 660.525.1675  
 Teresa Bradshaw-Haley, Hotel Phillips, 816.872.4076  
 Chris Clegg, Garozzo's Ristorante, 816.516.1073  
 Tonya Round, Independent Hospitality Consultant, 816.916.1148

Further Past Employment, Additional References & Letters of Recommendation available upon request.

# Interview Note Sheet

## Applicant Information

Name: <u>Leann A. Edgington</u>	Interviewer: <u>Diana Zamora Shelley She</u>
Date: <u>06/06/17</u>	Rate of Pay: <u>\$9.25 - \$10.00</u>
Position (s) Applied for: <u>Server, Bartender</u>	Referred by: <u>Craiglist</u>

## Test Scores

Server	<u>33/35</u>	%	Bartender	<u>34/35</u>	%
Prep Cook	<u>/20</u>	%	Barista	<u>/15</u>	%
Grill Cook	<u>/40</u>	%	Cashier	<u>/15</u>	%
Dishwasher	<u>/10</u>	%	Housekeeping	<u>/16</u>	%

## Seeking:

Full-Time

Part-Time

## Relevant Experience & Summary of Strengths

Has Over 10 years of Banquet Serving experience. As well as Bartending experience.

Currently doesn't have another job.

He is on the bus line.

Total of \_\_\_\_\_ in Food Service/Hospitality

P.O.S. Experience: Y / N details: \_\_\_\_\_

## Transportation

Car Public Transit Carpool ( Rider / Driver )

## Regions Available to work:

Kansas City,KS Overland Park,KS Kansas City,MO Independence,MO

## Certifications (if any)

TIPS Serv-Safe LEAD Other \_\_\_\_\_ Will Submit

## Availability

Open AM only PM only Weekdays only Weekends only

Details: \_\_\_\_\_

## Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie

Chef Coat Chef Pants Knives Black Pants Non-Slip Shoes Bow Tie Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Name LEON EDLINGTON

**Servers Test**

Score 33/35

**Multiple Choice**

- A 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
- D 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
- A 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
- D 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>E</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>D</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  |

## Bartenders Test

Score 34 / 35

### Multiple Choice (6 points)

- B 1) Carbonation \_\_\_\_\_ the rate of intoxication.  
a) Slows down  
b) Speeds up  
c) Does nothing to
- B 2) What are the six most commonly used spirits?  
a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice  
b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila  
c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel  
d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum
- B 3) You can accept an expired ID as long as all other information is correct.  
a) True  
b) False
- B 4) If someone has had too much to drink, serving them coffee will help sober them up.  
a) True  
b) False
- D 5) What are the acceptable forms of ID for Alcohol Consumption?  
a) State or Government Issued ID Card or Drivers License  
b) Passport or Passport ID Card (as long as it lists the person's date of birth)  
c) School ID or Birth Certificate  
d) A & B  
e) A, B & C
- B 6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.  
a) True  
b) False

### Vocabulary (9 points)

Match the word to its definition

C "Straight Up"

F Shaker Tin

I "Neat"

A Muddler

B Strainer

E Jigger

G Bar Mat

D "Float"

K "Back"

- a.) Used to crush fruits and herbs for craft cocktail making  
b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured  
c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice  
d.) To pour ½ oz of a liquor on top  
e.) Used to measure the alcohol and mixer for a drink  
f.) Used to mix cocktails along with a pint glass and ice  
g.) Used on the bar top to gather spills  
h.) Requesting a separate glass of another drink  
i.) Means to serve spirit room temperature in a rocks glass with no ice