

DIANA HANSEN

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I hope to find a service/ bartending position where I can work hard in a responsible environment, which will allow me to pursue the success of my artwork.

SKILLS

- Advanced ability to multi-task and thrive in a fast-paced environment
- Great team player with impeccable customer service skills
- Perpetually organized & accountable
- Clear and effective communication
- Classic cocktail & mixology knowledge
- Hardworking, flexible, & punctual

WORK EXPERIENCE

Paesanos Catering/ Portofino Room

Sacramento, CA
Event Server April 2019- Present

- Set-up & clean up of wedding/ event space & rentals
- Passed appetizer service
- Buffet setup up, management, & breakdown
- Provide complete guest satisfaction by checking up, and responding promptly to their needs
- Busing tables throughout events, as well as other janitorial tasks

Graphic Design Freelance

December 2013 - Present/ongoing

- Wedding invites • Advertising materials • Signage
- Business cards/systems • Logo development • Banners
- Print production • Menu design• content/ copy writing

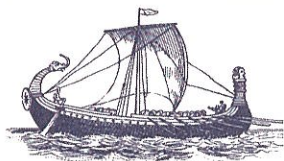
Cotton Shoppe

October 2014 - February 2019
Graphic designer('14-'16) Office Manager('16-'19)

- Oversee jobs from estimating process, through creative direction, digital and physical proofing, production and delivery. Following up on accounts receivable with direct communication with clients
- Customer service • Creative direction •Custom graphics
- Logo/graphic recreation • Font ID and manipulation
- Separations for screen printing/ outputting films
- Manage accounts receivable

River City Queen

Sacramento, CA
2008 -2014 (when needed)
Catering Server & Bartender



- Full bar service
- Set-up & breakdown of bar and buffets
- Plating and distributing 3-course meals in professional, efficient, and timely manner
- Provide complete guest satisfaction by checking up, and responding promptly to their needs
- Keeping a balanced till though receiving and distributing money from guests
- Transportation of food, drinks, and supplies from restaurant to boat and back.
- Busing tables and bar throughout events, as well as other janitorial tasks

EDUCATION

The Art Institutes
Bachelors of Science
Graphic Design
Completed 2014

American River College
Associates of Arts
Art New Media
Completed 2011

Wood's Grill & Bar

Sacramento, CA

December 2004 - December 2014

Bartender ('08 -'14) • Server ('05 - '09) • Host ('04 - '05)

- Provide full cocktail, lunch and dinner service with impeccable customer service and product knowledge.
- Orders entered using MICROS systems with speed and efficiency
- Mixology knowledge and recipe execution
- Received and made alcoholic drink orders from waitstaff, to be distributed to their guests
- Suggestive selling/ upgrading of products including food, merchandise and alcohol
- Finishing and expediting of food and drinks
- Busing and setting tables
- Daily, varying side-work tasks including opening & closing duties of a traditional restaurant
- Keeping a balanced till though receiving and distributing money from guests and employees
- Weekly liquor inventory tracking
- On the training team for opening of new location



Joe's Crab Shack

Sacramento, CA

April 2007 - September 2007

Server



- Provide full lunch and dinner service with impeccable customer service and product knowledge.
- Orders entered using ALOHA systems with speed and efficiency
- Suggestive selling/ upgrading of products including food, merchandise and alcohol
- Finishing and expediting of food and drinks
- Keeping a balanced till though receiving and distributing money from guests
- Performed choreographed dances during service
- Daily, varying side-work tasks including opening & closing duties of a traditional restaurant

Can provide references on request