

Miguel Valencia
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OBJECTIVE:

To obtain a position that utilizes my skills and experience with the opportunity of continuing personal growth and employment advancement.

QUALIFICATIONS:

- Strong verbal and written communication skills.
- Research and compile information using Internet and other resources
- Demonstrate capacity for assuming increasing responsibility
- Work well under pressure and can meet deadlines.
- Communication skills - deal tactfully and effectively with a variety of clients and personnel staff at all levels
- Develop and follow policies and procedures
- Demonstrated the ability to multi-task at a fast pace while dealing with various situations/individuals
- Process paperwork in a timely manner
- Great organizational skills
- Purchasing and receiving of inventory
- Familiar with safety, health, and security rules
- Experience with operating a fork-lift and tractor.

WORK EXPERIENCE:

9/2016 – Present, **Top Golf** – Roseville, CA

Bartender/Food Server - Prepare and serve drinks to guest directly or through waiters. Order and maintain inventory of bar to ensure bar is stocked. Monitored cash register and collect payments for drinks and food. Relay food orders to the cooks and ensure that all orders are delivered on time, and ensure the accuracy and quantity of every order.

4/2017 – 12/2017, **Western Group (AKA Western Wire)**, Sacramento, CA

Shop Operator – Handle and work with metal steel screens to measure, cut, trim and weld steel screens together to construct and assemble soil and rock separators to customer's specifications. Clean up work area and other duties as assigned.

3/2016 – 8/2016, **Clean World**, Sacramento, CA

Material Handler – Help dispose of food waste, operate a fork-lift and tractor. Follow proper safety procedures and regulations. Other duties as assigned.

3/2011 – 10/2016, **Spectra**

Suites and Bar Manager – W. Sacramento, CA (Raley Field),

Supervisor/Manager – Sacramento, CA (Cal Expo) - Manage the various suites and bars at Raley Field. Responsible for ordering the inventory to make sure facility is fully stocked and prepared for events. Scheduled staff work hours and breaks to assure all shifts are covered. Maintain great customer service. Responsible for the food and beverage operations of concession stands in various locations in Sacramento and the Bay Area. Work within the guidelines, regulations, and work directives of the company. Manage and review the work of food services staff to ensure conformance. Evaluate and verify employee performance to ensure completed work assignments and work techniques. Reconcile registers and verified cash with receipts routinely throughout the day from the various concession stands, note any discrepancies and follow up and manage immediately. Other duties as assigned.

EDUCATION:

River City High School: High School Diploma June 2010

Sacramento City College: 2010 – present