

Dorothy Atkisson

Restaurant manager

Costa Mesa, CA

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1-916-296-0314

Work Experience

Restaurant Manager/ Kitchen

Velvet Lounge - Santa Ana, CA

June 2019 to Present

Restaurant / Kitchen manager duties include training , scheduling , cost control, inventory, payroll. Hands on manager willing to jump in where needed. I have years exp. people person love connecting with guests.

Asst. Manager

Balboa Bay Resort - Newport Beach, CA

July 2018 to April 2019

Hands on Manager with strong floor presence, duties include team building and motivating, scheduling, payroll, hiring, training new staff, ordering supplies, catering large group. Resolving guest issues in a positive manner, attending weekly manager meetings, working closely with manager and F&B director.

Supervisor

Balboa Bay Resort - Newport Beach, CA

October 2015 to July 2018

Coordinating front of house and back of house teams, resolving guest relations issues, assisting with large party and buyout planning and preparation, maintaining guest safety and satisfaction by reporting issues to proper departments: maintenance, security, etc.

Hostess

Balboa Bay Resort - Newport Beach, CA

January 2015 to October 2015

Greeting and seating guests, taking and organizing reservations, assisting servers when needed

Lead Server, Trainer

Acrobat Outsourcing - Long Beach, CA

November 2010 to January 2015

On call server for functions at private homes and locations including Newport Harbor Yacht Club, Shady Canyon Country Club, Neiman Marcus Fashion Island, and Aliso Viejo Conference Center.

Waitress

Monkey Cat - Auburn, CA

October 2008 to October 2010

Server, Hostess, Bartender, Day Manager, Catering Liaison

Captain

Hawks Restaurant - Granite Bay, CA

July 2007 to October 2008

Maintaining a deep familiarity with a constantly evolving farm to table menu, award winning wine list, and craft cocktail menu. Table side service.

Waitress, F.O.H. Manager

The Town Lounge - Roseville, CA

December 2005 to June 2007

Organization and planning of daily service and large parties, coordination of wait staff, and back of house relations.

Head Waitress, Tour and Catering Coordinator

Glendale River Grill - Glendale, MA

November 1999 to April 2005

Assisting Chef/Owner with day to day operations, management of wait staff, general wait staff duties, coordination and planning of bus tours and on and off site catering.

Hostess

Bogies Steak and Ale - Great Barrington, MA

June 1998 to October 1999

Greeting and seating guests, organization of reservations, management of waitstaff.

Charter Services, Lennox MA

Caregiver

Home Elder Care

June 1998 to November 1998

Nutritional aid and general living assistance.

Breakfast and Lunch Cook

D&B INC - Pittsfield, MA

June 1997 to February 1998

Preparation and service at the General Electric employee restaurant.

Bartender/Waitress

Volume Services/Equus Bar and Grill - Burbank, CA

June 1995 to March 1996

Tended bar during normal service hours and worked as waitress and bartender for special functions.

Catering Server and Bartender

Universal - Universal City, CA

June 1995 to March 1996

Worked various special functions including Democratic Party fundraiser attended by President Clinton, and Employee Appreciation party.

Assistant

Sound and Lighting Tech - Universal City, CA

October 1992 to October 1994

Set up and ran sound and lights per individual requirements of acts.

Various, Los Angeles CA

Education

Certificate of Completion in hospital situation and CPR training

Berkshire Community College - Pittsfield, MA

1998

Certificate of Completion in Music Media Broadcasting

Art Institute of Florida - Fort Lauderdale, FL

1991