

2, Tuesday 5/5/12 EPL

Elizabeth Farley

From: Salena Schloesser [salena8129@gmail.com]
Sent: Saturday, May 05, 2012 12:47 AM
To: 59645-2996632224@job.craigslist.org
Subject: Bartenders, Barbacks, Cocktail Servers (Roseville Area)

Hello my name is Salena I am a bar back here in Sacramento with 6 years high volume night club exp. Also 2 years cocktail exp. 1 1/2 year bartending exp. Here is my resume to view as well as a picture. If the bar back or cocktail server position is still available I would love a chance at an interview. I also have my tips food handler card and references upon request. Thank you so much for your time.

Salena Schloesser

Salena M Schloesser
5407 Kenneth Ave.
Carmichael, Ca. 95608
Salena8129@gmail.com
(916) 804-0492

Objective

To obtain a bar back/ cocktail waitress position in an upbeat mature environment, where I will provide superior customer service and dedicate my attention to both the company and the client.

Skills

- * Micros/POS/Info Genesis
- * Banquet set up & break down using queens
- * Cary oval & 14" cocktail round
- * Establish form of payment/Check id
- * Health Code regulations & inspection experience
- * Fine dining/Bar/Lounge/High volume night club
- * Inventory/stocking/organizing/bottle count.
- * Taking food and beverage orders/open and closing tabs/credit cards/cashier(50.00 bank)
- * Bartender/bar back/cocktail server/shot girl/food runner/coat check/lounge support/hostess.
- * Balancing cash tills/cash handling procedures.
- * Meet attendance guidelines of the job and adhered to regulatory, departmental and company policies

Employment History

B.M.G. Investments Corp.01-97 to 03-02

Sacramento, Ca Receptionist

Customer service, Open/close, typing, scheduling, Faxing, Taking notes, multi-tasking, Answering multiple phone lines, Forwarding calls, providing information and taking messages or scheduling appointments. Data entry, file, and maintain records. Transmit information and documents to customers using proper correspondence.

Titan Global Management Inc.05-02 to 11-04

Sacramento, Ca Receptionist

Customer service, Processing request report summaries, Over looking all data entry, Open/close, Hire/fire, Order office supplies, scheduling all first floor employees (35). Bank runs and reports.

Zokku's Restaurant & lounge (2 story night club)12-05 to 09-08

Sacramento, Ca

Bar back: Open, Stock beer cooler, Stock liquor and keep log, Set up wells, juices, fruit trays, Ice, Cups, Napkins, straws, Etc. Check Beer kegs and soda boxes, Cut fruit for caddy's and back up, Meeting the bartenders needs to maintain the fast pace environment all night, Open/close tabs,

Maintain the bar's Cleanliness for overall appeal and accommodation, Restock cage when slow to make room for new shipments, Close and clean bar, Clean cocktail tray's, Pull mats, Wash all dishes, caddy's, waffles, Bottles, Pull mats, garbage, Sweep, Saran wrap bottles, Melt ice, Clean out wells, Restock beer, liquor, cups, Etc, All items that need to be restored for the bar to be back in full function for next shift. Also inventory once a week, Clean Beer coolers twice a month on days off. (only one with finger print for liquor cage, working closely with eco lab, working with pos, working with vitamin water, working with 103.5 concerts, ESPN beer pong, working with Bacardi for mojito Saturdays.

Cocktail Server: 15 vip booths, 11 tables.

Azukar Restaurant and lounge 2 story night club11-07 to 02-08

Sacramento, Ca

Bar back: Open, Stock beer cooler, liquor, get garbage cans, Cut fruit, Keep the fast pace bar running, maintain cups, ice, beer, Etc. Stock cage and liquor area, Open/close tabs, Get bottles for cocktail servers, maintain cocktail area, Close bar, Pull mats (rinse) and put behind bar, Wash all dishes, cocktail trays, Melt ice, Wipe and saran wrap bottles, Wipe bar top, Restock beer and alcohol, Take out garbage, Restore bar back to full function for next shift. Restricted access to liquor cage(2) working with micros, ordering thru Youngs& Southern wine and sprits, working with monster energy, working with 103.5 concerts, 102.5 concerts, banquets, bridal showers, fiestas, go go dancer try outs and also music videos. Quinceanera.

Tre (Howe Ave) Night club09-08 to 12-08

Sacramento, Ca

Bar back: Stock beer cooler and liquor buckets, Stock cold glass cooler, stock caddy's for rest of the nite, Stock martini bar with glasses and liquor, Cut fruit for all five bars, clean cocktail tables thought night, Check on wine bar and keep glasses stocked, Maintain the bar to stay fully functional all night. Close main bar and wash dishes for four separate bars, Return back to separate bars, Wipe down coolers in and out, Restock beer, Return left over liquor to cage, Clean waffles and bar mats and replace, melt ice and wipe out wells, take out garbage and recycle bottles, Clean any left over dishes in kitchen area, Bring in tables from outside, Check soda boxes, Wipe coolers out once a week, Dump ashtrays, Check liquor cage inventory, Main bar inventory.

Super Taco (Mack rd)07-09 to 01-10

Sacramento, Ca

Bartender: Open bar, Get ice, set up well shakers, rimier, straws, napkins fruit caddy, back up fruit,

etc. Stock beer and liquor, Check soda boxes, Kegs, Maintain bars cleanliness, Set and Wait on tables in bar area, Close bar, Melt ice, Wipe down bottles and wells, Saran wrap bottles and fruit trays, Wash fruit caddies and all used utensils, Wipe menus reset tables, Mop floors, Wipe bar top, Sanitize drains, Turn in hand written tickets to registers.

Cocktail Server: 12 bar seats, 18 tables.

Cordova Casino01-10 to 07-10

Rancho Cordova, Ca

Bartender: Open bar, Stock well, Clean espresso machine, Stock wine, Beer, juice, puree, Make bloody Mary mix and all other ingredients for specialty drinks, Stock silverware, Plates, Clean placemats, Keep bar steady and up sale as much as possible and try to sell daily specials, Wait on bar tables, Close bar, melt ice, wipe bottles, cadies, utensils, Clean all dish wear including dishes, glass wear, washer screens, Waffles, etc. Mop floors, pull mats, I worked mostly happy hour, Fight night, World cup, the masters. Deep clean on Sunday under cup mats, under wells, Drains etc.

Dream Ultralounge02-11 to 12-11

Cocktail server: 11 vip booths, Set up tables to meet requirements and customers needs. Pre-chilled booth bottles. Greeted and welcomed all guests in a pleasant and certified manner. Pour first round drinks. Memorize orders and enter into POS. Food served within an 8 minute window. Prepare or server specialty dishes at tables as required. Clean tables after customers have finished dinning. Maintain guest drinks while up selling and keeping up strong customer service. Clean and maintain server stations.

Superior Construction06-09 to present

Company is based out of Stockton. I handle all Sacramento, Roseville, and El Dorado Hills estimates. Receptionist. Document and file all estimates. Relay estimates and paperwork to owner. Invoicing, email, and faxing. Maintain company truck. Gas receipts.

EducationCertificates

Foothill High SchoolGeneral education

Cosumnes River CollegeFord Motor Brakes

A.B.C. BartendingCoursework in Mixology

SafewayFood handler cardSafe Serve Certification 92%