

Alex Schutz

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EDUCATION

California State University, Dominguez Hills, Carson, CA

B.S. Communications with emphasis in public relations, projected graduation: Spring 2013

Recipient of the 2011/2012 Most Outstanding Junior of The Year Award for the communications department, on the Deans List as well with a G.P.A. of 3.838.

EXPERIENCE

Harborside Restaurant, Balboa Village, CA

July 2011 – August 2012.

Server

- Described menu items/daily specials and provided recommendations when inquired; accurately relayed various ingredients as well.
- Frequently assisted colleagues during rush periods to foster/promote teamwork while providing exceptional service and guest dining experience.

Market Broiler, Orange, CA

June 2010 – June 2011

Server

- Ensured the utmost satisfaction by actively checking with customers and quickly correcting issues.

Up To Par Staffing, Long Beach, CA

December, 2007 – August, 2010

Server

- Provided excellent service at private events such as country clubs and weddings.
- Delivered and properly served all food and beverages.
- Collaborated in the set-up and take-down of large, private events.

Wolfgang Pucks at Macy's, Costa Mesa, CA

November, 2008 - March, 2009

Server

- Provided excellent patron experiences through phenomenal customer service.
- Consistently exceeded expectations by effectively managing sections and multitasking.
- Provided courteous, professional and personalized service at all times.

Roof Garden at The Peninsula, Beverly Hills, CA

November, 2006 – November, 2007

Server, host, pool attendant and busser

- Served restaurant guests with a professional, warm, and friendly demeanor.
- Greeted and welcomed all guests in a pleasant and professional manner.
- Performed all side work at assigned station, such as, stocking coffee, glasses, sugar, and cream.

Coast Sheet Metal, Costa Mesa, CA

August, 2005 – September 2006

Administrative Assistant

- Operated desktop computer to compose and edit correspondence and memorandum from dictation, verbal direction and from knowledge of policies of established departments/divisions; prepare, transcribe, compose, type, edit and distribute proposals for potential business.

SKILLS AND INTERESTS

- Familiarity with various POS software programs, including Aloha and Micros.
- Ability to put guests at ease and handle a full section while still maintaining composure and a smile.