

Thurs 11/25 11:00

LM 10/23

**ASHLEY "CHARLI" MARIE MATHIS**

Los Angeles, California 90016

832-683-9706

[podceo@gmail.com](mailto:podceo@gmail.com)

referred by Kim Purche



**OBJECTIVE** A position as server / bartender where my educational and professional skills will be applied.

**EXPERIENCE** Assisted in record keeping, inventory control, and general bookkeeping  
Experience with OpenTable, Aloha, Squirrel, and Micros POS computer system.  
Handled telephone communications, reservations, and banquet coordination in a professional manner.  
*Skills Include:* Bilingual, 60 WPM typing capability, Microsoft Word, Excel, PowerPoint, quick learner, Internet savvy, leadership skills.

**EMPLOYMENT** *Fingerprints To Go in Canoga Park, CA* *Jun 2004- present*

**Manager, Director of Operations**

- Duties included correspondence typing, bill processing, and telephone communications with candidates and accounts requesting fingerprinting, other security services.
- Responsible for implementing a successful Marketing plan that I drafted for the company.

*Boa Steakhouse in West Hollywood, CA* *Jun 2009 -Dec 2009*

**Hostess**

- Consistently provided the highest standard of service and integrity
- Utilized the electronic reservation book for restaurant reservation purposes.
- Handled virtually all telephone reservations for large & small groups.

*Samba Brazilian Steakhouse in Redondo Beach, CA* *Nov 2006 -Jan 2009*

**Server/Bartender**

- Responsible for serving drinks, appetizers, & regular menu items to lounge table parties
- Accuracy in pouring and mixing techniques
- Well loved by frequent visitors
- Served food & alcoholic beverages
- Cashiering
- Great teamwork and interpersonal skills

**Hostess**

- Attained and utilized OpenTable
- Greeted guests and assigned seating

*Roy's Hawaiian Fusion in Woodland Hills, CA* *Apr 2005 -Mar 2006*

**Hostess**

- Executed the same duties as listed in the above descriptions.

*Masis Restaurant in Valencia, CA* *Feb 2000 -Mar 2002*

**Server**

- Responsible for seating & table service
- Forged strong relationships with customers and fellow staff members
- Excelled in customer relations

*Mel's Drive-In in Hollywood, Ca* *Aug 2010 -present*

**Server/Bartender**

- Similar responsibilities to *Samba's*; bartending, serving, and cashiering.
- Became close with the regulars and served many tourists as well.

**EDUCATION**

*Cal State University Northridge in Northridge, Ca* *Jun 2007 -present*  
A senior pursuing my bachelor's degree in Consumer Science with Marketing minor.