

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



<b>OBJECTIVE</b>	A position as server/bartender where my educational and professional skills will be applied.	
<b>EXPERIENCE</b>	<p>Assisted in record keeping, inventory control, and general bookkeeping</p> <p>Experience with OpenTable, Aloha, Squirrel, and Micros POS computer system.</p> <p>Handled telephone communications, reservations, and banquet coordination in a professional manner.</p> <p><i>Skills Include:</i> Bilingual, 60 WPM typing capability, Microsoft Word, Excel, PowerPoint, quick learner, Internet savvy, leadership skills.</p>	
<b>EMPLOYMENT</b>	<p><i>Fingerprints To Go in Canoga Park, CA</i> Jun 2004- present</p> <p><b>Manager, Director of Operations</b></p> <ul style="list-style-type: none"><li>■ Duties included correspondence typing, bill processing, and telephone communications with candidates and accounts requesting fingerprinting, other security services.</li><li>■ Responsible for implementing a successful Marketing plan that I drafted for the company.</li></ul> <p><i>Boa Steakhouse in West Hollywood, CA</i> Jun 2009 -Dec 2009</p> <p><b>Hostess</b></p> <ul style="list-style-type: none"><li>■ Consistently provided the highest standard of service and integrity</li><li>■ Utilized the electronic reservation book for restaurant reservation purposes.</li><li>■ Handled virtually all telephone reservations for large &amp; small groups.</li></ul> <p><i>Samba Brazilian Steakhouse in Redondo Beach, CA</i> Nov 2006 -Jan 2009</p> <p><b>Server/Bartender</b></p> <ul style="list-style-type: none"><li>■ Responsible for serving drinks, appetizers, &amp; regular menu items to lounge table parties</li><li>■ Accuracy in pouring and mixing techniques</li><li>■ Well loved by frequent visitors</li><li>■ Served food &amp; alcoholic beverages</li><li>■ Cashiering</li><li>■ Great teamwork and interpersonal skills</li></ul> <p><b>Hostess</b></p> <ul style="list-style-type: none"><li>■ Attained and utilized OpenTable</li><li>■ Greeted guests and assigned seating</li></ul> <p><i>Roy's Hawaiian Fusion in Woodland Hills, CA</i> Apr 2005 -Mar 2006</p> <p><b>Hostess</b></p> <ul style="list-style-type: none"><li>■ Executed the same duties as listed in the above descriptions.</li></ul> <p><i>Masis Restaurant in Valencia, CA</i> Feb 2000 -Mar 2002</p> <p><b>Server</b></p> <ul style="list-style-type: none"><li>■ Responsible for seating &amp; table service</li><li>■ Forged strong relationships with customers and fellow staff members</li><li>■ Excelled in customer relations</li></ul> <p><i>Mel's Drive-In in Hollywood, Ca</i> Aug 2010 -present</p> <p><b>Server/Bartender</b></p> <ul style="list-style-type: none"><li>■ Similar responsibilities to Samba's; bartending, serving, and cashiering.</li><li>■ Became close with the regulars and served many tourists as well.</li></ul>	
<b>EDUCATION</b>	<p><i>Cal State University Northridge in Northridge, Ca</i> Jun 2007 -present</p> <p>A senior pursuing my bachelor's degree in Consumer Science with Marketing minor.</p>	