

Jennifer Renoni
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Objective: To secure a challenging position that offers career advancement and training opportunities to enhance my hospitality and culinary skills.

Computer Skills: Opera, Microsoft Word/Excel/PP, Type 70 WPM, CC Machine, 10-key

Hotel Skills: Experience working AM, PM, Mid, and Night Audit shifts as front desk manager, front desk agent, contract administrator, and PBX.

Restaurant Skills: Food Handlers Certificate, hostess, server, bartender, banquet server, barista, busser, food runner, and cashier experience.

Experience:

Banquet Server/Cook 06/12-present Culinary Staffing Los Angeles, CA

Banquet Server 11/12-present Huntington Catering Los Angeles, CA

Banquet Server 11/12-present Rok Events Los Angeles, CA

Banquet Server 11/12-present Contemporary Catering Los Angeles, CA

- Setup and teardown for special events, weddings, fundraisers, dinners, charity
- Tray passing, cocktail serving, serving using various methods, bussing, chef, line cook, cashier, inventory, stocking, and whatever the client needs

Executive Assistant/Marketing 02/11-present (on-call) On Track Pictures Hollywood, CA

- Book 100 auditions daily by placing ad's and responding to them via email and phone.
- Maintain client database through use of Constant Contact.
- Answer high volume phones, book auditions, personally assist casting director.

Cocktail Waitress 02/11-present Barcelona Enterprises Los Angeles, CA

- Serve and mix cocktails for patrons.
- Oktoberfest, Fiat Event, Malibu Food & Wine Festival, St. Patricks Day Laugh Factory

Front Desk Manager 08/08-02/11 Monte Verde Inn Carmel, CA

- Trained staff on Rezovation program.
- Designed brochures and rate sheets for walk-ins.
- Adjusted room rate daily to maximize occupancy
- Coordinated deals with surrounding vendors to promote business.
- Kept Inn at 80-100% occupancy.
- Checked guests in and out, made reservations

Server/Hostess/Cashier 05/05-08/08 Rosiens Monterey, CA

- Very busy family owned Italian restaurant open for breakfast, lunch, and dinner.
- Greeted guests, sat at tables, took order, brought food, bussed tables, cashiered

Banquet Server 2010 Levy-U.S. Open Golf Tournament Pebble Beach, CA

Education:

Monterey Peninsula College AA Degree Business, Dean's List, Honor Society

References Available Upon Request