

ROBERT SMITH

Lead Bartender/Store Trainer

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Driven finance professional with demonstrated track record of communicating with attorneys and other financial institutions to ensure correct documentation received. Demonstrated ability to handle highly confidential personal and financial information in a sensitive of manner. Adept to working in fast paced highly stressed environments, employing strong organizational skills with attention to detail.

NOVEMBER 1999 - MAY 2005

LEAD BARTENDER/STORE TRAINER - ABC CORPORATION

- Developed and implemented marketing promotions.
- Managed special events, including product selection and set up.
- Created positive environment for optimal customer experience.
- Consistently exceeded all sales objectives, setting a high standard for co-workers.
- Extensive cash handling experience with consistent cash balancing skills.
- Completed daily assessment and ordering of inventory.
- Monitored service in accordance with ABC compliance.

1998 - 1999

LEAD BARTENDER - ABC CORPORATION

- PO Box 100 Ranson, WV 25438 Hours 18-35/week Salary \$5.15/hr + tips Supervisor Linda Sullivan (304) 725-3885; May be Contacted Lead Bartender 7+ year experience Huge ability to make and serve beverages from the bar which is restricted to some varieties.
- Combine and serve wider types of beverages by mixing ingredients like water, sugar, liquors, soda, bitters, and fruit garnishes.
- Provide beer, liquor and wine.
- Gather cash or tabs in correct amounts and liable for cash and inventory for the time worked.
- Professional Experience Responsible for good operation of a bar, receipt and inventory accountability Keep sufficient supplies of items like trays and glassware.
- Combine and prepared flavors for mixture of drinks.
- Refilled supplies of equipments at bars Washed glasses and other equipments at bars Store the wines and bottle bear in refrigerator and change empty beer kegs..

EDUCATION

Accounting, Business Law - 1997(Crafton Hills College - Yucaipa, CA)

SKILLS

Microsoft Office, Universal Desktop Software, AS400/KRONOS, Multi-Line Phone System, Powerpoint.