Bartender Resume Sample 2

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A. Summary

More than 5 years of experience in providing time-efficient serving services, while accurately describing menu items. Taking and delivering orders, as well as mixing drinks in a skilled manner. Ability to handle cash and other financial transactions correctly, and hands-on experience at mixing and serving complicated cocktails and drinks.

B. Working Experience

August/2012 - Present - Home Keep Inn - San Diego, California

Responsibilities:

- Greet guests as they arrive, and offer them beverage and food menus;
- Assist guests and answer questions related to menu items;
- Take food and beverage orders and offer a delivery time;
- Communicate with the kitchen staff in order to ensure a quick delivery;
- Prepare and mix beverages and them serve them accordingly;
- Skillfully create alcoholic and non-alcoholic drinks using liquor, soda, water and bitters;
- Stock the bar with drinks and make sure that necessary supplies are always available;
- Prepare and serve appetizers to guests;
- Deal with billing and take payments in cash or via credit card.

Achievements:

- Increased customer satisfaction by 25% by offering high-quality services as bartender;
- Reduced costs by implemented an efficient inventory system that eliminated waste.

March/2010 – June/2012 - Mary's Bar - San Diego, California

Responsibilities:

- Greeting customers and showing them to their tables;
- Offered menus and suggestions in relation to menu items;
- Delivered orders to the kitchen staff ensuring everything is prepared on time;
- Delivered orders to customers in a professional manner;

- Cleared tables and dishes after the customers have left;
- Maintained a clean and sanitary workspace;
- Worked closely with the custodial staff to maintain order and cleanliness in the restaurant and bar.

Achievements:

- Diffused difficult situations between clients by using interpersonal skills;
- Trained to beginner servers to offer quality services and professionally fulfill duties.

C. Education and Academic Training

San Diego High School, San Diego, California - 2009

High School Diploma

D. Job Related Skills

- Skilled at operating a cost-effective bar by maintaining correct stock levels of both condiments and beverages
- Competent in accurately taking orders and delivering them on time, without any mistakes
- Focused on ensuring that customers appreciate the experience and feel satisfied
- Skilled in preparing and serving drinks
- Creative when it comes to improving drinks recipes and developing the menu

E. General Skills

- Fluent in English and Spanish
- Easy-going in a diverse team
- Able to deal with difficult clients
- Proactive attitude