

# EMILY SAMPLE

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**Objective:** Looking for an administrative position in which I can apply my skills in human relations and customer service.

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## Experience

**GRISTMILL RIVER RESTAURANT AND BAR** Gruene, TX 11/11-8/17  
*Largest Restaurant in Texas*

Bartender/ Head wait/ Trainer/ Expediter

- Worked quickly and efficiently in a high volume setting while maintaining consistent quality service and a friendly attitude
  - Supervised/Motivated and allocated duties to employees to orchestrate a productive shift and successful open and close
  - Conducted training classes for new hires
  - Completed filling for new hires throughout their training and file system upkeep
  - Administered the handling and settling of money and associated paperwork
  - Assisted in liquor and beer inventory
  - Handled and directed all incoming calls while actively bartending
  - Facilitated communication between the front and back of house and ensuring product quality
  - Achieved "MVP" shift title on multiple occasions
  - Used creative problem-solving skills on daily basis
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**TRIO MODERN MEDITERRANEAN** Schertz, TX 9/17-11/17  
*New Restaurant*

Bartender/ Interim Bar Lead

- Initiated standards for inventory system, training handbook, and product pricing
  - Trained new hires
  - Assisted in creation of bar menu
  - Administered the handling and settling of money and associated paperwork
  - Provided quality and consistent customer service
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**DOWNTOWNER BAR AND KITCHEN** New Braunfels, TX 12/17-Present  
*High end comfort food and craft cocktails*

Server/ Interim FOH Lead

- Provide quality and consistent customer service
  - Simultaneous serving, hosting, and expediting
  - Supervise and allocate duties to employees to orchestrate a productive shift and successful open and close
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## Education

**TEXAS LUTHERAN UNIVERSITY** Seguin, TX 8/07-5/11  
*Major in History (Obtained 61/120 Hours)*

**NORTHEAST LAKEVIEW COLLEGE** Universal City, TX 8/17-Present  
*Pursuing Associates in General Studies (Projected to Graduate 5/19)*  
*Currently enrolled in Business and Human Resource classes in pursuit of a Bachelors in human resource management*

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## Skills

- Customer Service
- Business Computer Application
- Multitasking
- Delegation
- Merchandising
- Leadership
- Problem Solving
- Training
- Communication
- Attention to Detail
- Decision Making
- Event Coordination
- Conflict Resolution
- Organization

Objective

Pathos (Keywords)

Logos (Experience &  
Education)

Ethos (Skills, Certifications &  
Training)