

Harry Wilkins

Bartender & Mixologist

Location

Houston, Texas

Phone

(832) 571-9910

Email

harry.wilkins@gmail.com

Professional Summary

Veteran bartender and mixologist with **11 years** of experience. Passionate for local ingredients, providing friendly and engaging customer service. Acquired a rich knowledge of the beverage world and skilled at producing high quality cocktails.

Work Experience

Bartender, Buffalo Wild Wings

August 2014 — November 2017

Houston, Texas

- Greet guests and respond to guest inquiries and requests in a friendly manner
- Mix and garnish beverages according to recipe and portion control standards.
- Present and serve beverages to guests.
- Check guests for proper identification and serve alcoholic beverages to guests in accordance with federal, state, local and company laws and regulations.

Bartender, Applebees

July 2006 — August 2011

Houston, Texas

- Exercised good public and customer relations skills at all times.
- Dispensed alcoholic beverages and controlled service to ensure customers do not become intoxicated in accordance with liquor and company policies.
- Prepared all drink orders as required and charged for such orders as they are prepared in the appropriate manner.
- Performed all side duties such as cleaning, garnish preparation, stocking, etc.
- Washed and sanitized all glasses and utensils.

Education

Fairmont College

San Antonio, TX • Fall 2011 - Spring 2014

AAS, English Literature

Skills

Mixing Cocktails, Customer Service, Detail Oriented, Teamwork, Leadership, Communication, Financial Accounting, Operating POS Systems

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Jennifer Moreland

Veteran property manager with 10+ years of experience managing property administration and the tenant experience. Seeking a position to manage residential properties with 100+ tenants.

Irvine, CA
(858) 921-9943
emmet2017@hotmail.com

[linkedin.com/in/jennifer-m](#)

Certifications

Certified Property Manager (CPM)

Technologies

Microsoft Office Suite
Tax Credit Invoicing
Windows Clickpay
Yardi Voyager

Education

University of California Irvine
Irvine, CA
Fall 2001 — Spring 2005
BS, Property Management

Work Experience

Regional Property Manager, Carbyne Housing Development

Irvine, CA • April 2015 — Present

- Ensure the smooth running of our community in a fast-paced environment. Overseeing all operations including maintenance, capital improvements, lease administration, budgeting, forecasting, reporting, collections, evictions, vacancy anticipation, marketing, lease renewals, service contracts, expense control, audits, etc.
- Providing superior customer service and communication to our residents and prospects to enhance customer satisfaction and increase renewals, revenue, reputation and profitability.
- Developing, mentoring, leading, and managing a high-performing, cohesive team, including leasing, customer service, maintenance and management personnel, in order to maximize their engagement and minimize turnover.
- Driving revenues with your thorough understanding and analysis of competition and development of creative marketing programs.

Property Manager, Appleton Housing

Irvine, CA • March 2007 — April 2015

- Process building maintenance and repair projects and requests for assigned buildings.
- Monitor complaint log daily, process all requests, and concerns as necessary.
- Contact Director of Maintenance or Director of Housing Management before contracting vendors to complete maintenance and renovation projects for assigned building (including obtaining bids, writing purchase orders, verifying work completion)
- Review and approve all bills and invoices for assigned buildings.
- Ensure that regular maintenance procedures occur, including but not limited to fuel delivery and extermination for all CHDC buildings and clients.
- Review rent arrearages for assigned buildings and meet monthly with Building Management Department to coordinate with Social Services staff on rent recovery procedures and/or commence legal actions.

Assistant Property Manager, Orange County Residences

Irvine, CA • August 2005 — April 2006

- Ensured that property and lease files are properly maintained and kept up to date in accordance with company policy
- Prepared and maintain appropriate tenant lease files, records, correspondence and file notes.
- Assisted with administering tenant occupancy including providing the new tenant with an introduction letter regarding emergency contacts, insurance requirements, rent collection procedures, and maintenance request procedures.
- Became proficient with the in-house administrator property management software
- Coordinated entry of all property information into the software program and establish reporting protocols for maintenance requests, preventative maintenance, vendor and tenant Certificates of Insurance and key lease date tracking

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