

John Doe

1339 W Havana Ave • Deere, IL 60719
Phone: 201.285.6789 • E-Mail: johndoe@hotmail.com

Education

University University

Bachelor of Arts (B.A), International Relations and Foreign Affairs; Minor: Arabic Language and Culture.

Experience

Client Development Representative

May 2016 – Present

Insurance Company

Bartender

Bar

August 2015 – May 2016

Bartender

Another Bar

April 2015 – August 2014

- Maintain extensive knowledge of craft beers, beer styles and variations.
- Provide patrons with the best possible craft beer experience.

Barback

Same Bar

May 2014 – September 2014

- Responsible for rotation of kegs, ensuring the bar was fully stocked with beer, liquor, juices, and garnishes.
- Assisted with any other tasks that needed to be done in the pub.

Student Run Business: University University's student-run business enterprise acts as a holding company for five unique businesses. It has a student run executive team and a council of advisors consisting of university officials and local business leaders.

Bar Manager

Another Bar

October 2014 – May 2015

- Ensured patrons enjoyed drinks in a fun, friendly, and safe environment.
- Assisted Director of Operations with beer and wine purchases to ensure the bar was stocked with new and exciting beers that were also appealing to patrons.

General Manager

Pizza Place

April 2013 – May 2014

- Managed an operations team, overseeing recipe development, management of store inventory, information tracking, and daily finances for the restaurant.
- Oversaw daily, weekly, and monthly strategy for business.



- Oversaw the marketing strategy and PR initiatives for the restaurant.
- Managed a team of 40 employees.

Shift Manager

Same Pizza Place

May 2012 – April 2013

- Open and close store, ensured shift-to-shift operations ran as smooth as possible.
- Managed a team of 5 employees per shift.
- Responsibilities included: inventory, preparation of soups, salads, desserts, and pizzas.

Skills

- Event Planning
- Observant and works well under pressure
- Persistent, determined, motivated and goal-oriented
- Team player and work well with others
- Experienced public speaker
- Excellent organizational skills with meticulous attention to detail
- Exceptional interpersonal skills cultivated through years of working in the service and customer service industries

Volunteer Experience

ESL Conversation Partner

2012 - 2016

Partnered with ESL students from Arabic speaking countries to improve their English language skills.

Other Interests

University University Men's Rugby Club

2010 - 2015

- Philanthropy Chair

2011 – 2014