

MELIA HERNANDEZ

LAGUNA BEACH, CA

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EXPERIENCE

Entertainment, Disneyland; Orlando, FL/Anaheim, CA - 2015 - Present

Guest Talent coordinator, scheduling and transportation for guest talent, Imagination Campus coordination and production, stage management, coordination with lighting and audio techs, in-park labs and workshops, park tours and discussion, documentation and reporting for all in-park talent, security details and ID verification, chaperone management, costume and audio approvals, Disney look/safety/presentation guideline management, merchandise trainer and coordinator, guest relations and recovery, server, bakery, candy production, Pandora jewelry sales, opening and closing facilities, till oversight and management, inventory and loss prevention, Disney College Program Internship (2015) - Frank, Manager Disneyland Main Street; 714 781 4636 / Michael, Manager WDW Merchandise; 407 939 5277

Legal Assistant, Law Offices of Thies and Connolly; Costa Mesa, CA - 2012 - Present

Remote - E-bility Billing, Timetracker, Email/phone/fax communications, dictation, file organization and logging, all Windows Office programs, Photoshop and Illustrator, branding and letterhead, scanning and indexing, - Georgia Connolly, Attorney at law; gconnolly@lawtc.net; 714 305 0457

Assistant General Manager, Taco Bell; Happy Valley, OR - 2022

Closing and opening tills, safe counting, guest experience and recovery, training, expediting, food preparation, inventory management, FIFO observance, daily temperatures and quality control, CORE walks for health and safety

Server/Bartender, Brussels Bistro; Laguna Beach, CA - 2021

Bartending, Fine dining service, Closing and opening tills, Closing and opening restaurant, expediting, Bar quick service, FIFO observance, daily temperatures and quality control, Hosting and Seating, Steps of service, Beer and wine pairings, Stocking ice and bottles/wines, Club after hours

Server/Bar Back, Big Fish; Laguna Beach, CA - 2016

Closing and opening tills, safe counting, Bussing, expediting, Bar quick service, FIFO observance, daily temperatures and quality control, Hosting and Seating, Steps of service, Beer and wine pairings, Stocking ice and bottles/wines

Server/Soda Jerk / Barista, Fair Oaks Pharmacy; Pasadena, CA - 2012

Crafting sodas and desserts, inventory, opening and closing tasks, merchandise, pos, steps of service, food running, merchandise sales

EDUCATION

Llandovery College; Wales, UK - 2012

Saddleback College; Mission Viejo, CA - 2019