

GARRETT GRAVES

131 Hall Road, Apt 58 - Tustin, Ca 92780 - 949-510-4564 - garrettgraves116@gmail.com

OBJECTIVE

Energetic, customer service-oriented bartender and assistant manager, eager to join an innovative and friendly team where I may use my industry experience for personal and professional growth.

EXPERIENCE

COSTELLOS NEIGHBORHOOD TAVERN-Mission Viejo, CA

FEB 2022 TO PRESENT- **Bartender, Assistant manager**
Provide excellent customer service and customer satisfaction
Prompt drink and food delivery
Maintain clean and organized bar area
Plan and present bar menu
Maintain bar inventory, restocking supplies, ordering materials
Collect and accurately enter data for purchases, payments, and payroll.
Bank deposits and cash management
Ensure compliance with legal requirements and standards

TURK'S DANA WARF-Dana Point, CA

NOV 2023 TO PRESENT - **Bartender**
Provide excellent customer service and customer satisfaction
Prompt drink delivery
Maintain clean and organized bar area
Handling cash and credit card transactions

UNITED PARCEL SERVICE

NOV 2021-JAN 2022 - **Driver Aide**
Assistant to delivery driver
Locate and deliver parcels
Navigate route
Clean and maintain delivery vehicle

NEWPORT BEACH SURGERY CENTER - Newport Beach, CA

NOV 2020-NOV 2021 - **Surgical Orderly**
Operating room turnover and terminal cleaning
Patient transfer
Equipment setup and maintenance
Supply Ordering, stocking
Assistant to medical staff

EDUCATION

Saddleback College, Ca

General Studies

Santiago Canyon College, Ca

Water Treatment Studies

SKILLS

Excellent Customer Service
Multi-tasking and organization
Efficiency and composure
Mixology and preparation
Inventory Management, purchasing
Contract negotiation, banking, payroll

REFERENCES

Available upon request

