

# Bryndan Griego

## **Outstanding prompt professional!**

Austin, TX 78747

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+1(512) 648-1692

Quick learner fun interactive excellent customer service! Team player big time leader!

Authorized to work in the US for any employer

## Work Experience

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### **Owner operator**

Master Mounts Installations LLC-Austin, TX

January 2021 to Present

Home theater installations!

- Managed the scheduling and coordination of audio visual resources to ensure timely delivery and setup for client events
- Implemented quality control measures to ensure optimal performance of audio visual equipment during events
- Collaborated with event planners and clients to understand their specific audio visual needs and provide customized solutions
- Trained new technicians on proper handling, setup, operation, and maintenance of audio visual equipment
- Developed standard operating procedures (SOPs) for the efficient setup and operation of different types of audio visual systems
- Performed regular inspections and maintenance on all audio visual equipment to identify issues proactively and minimize downtime during events
- Troubleshoot technical issues related to sound systems, microphones, projectors, screens, lighting fixtures, video walls, etc
- Coordinated with external vendors for rental or purchase of specialized audio visual equipment as per client requirements
- Ensured compliance with safety regulations while setting up complex AV setups involving rigging or heavy lifting
- Achieved an XX% increase in customer satisfaction ratings by consistently delivering exceptional AV services
- Collaborated closely with IT department to integrate AV systems into existing network infrastructure
- Coordinated with external contractors for specialized AV installations such as large-scale projection mapping or immersive audio setups
- Managed and coordinated multiple administrative projects simultaneously, ensuring timely completion and adherence to project goals
- Collaborated with cross-functional teams to define project scope, objectives, deliverables, and success criteria
- Identified potential risks or issues that could impact project timelines or outcomes and developed mitigation strategies
- Led regular team meetings to review project status, address challenges, and ensure alignment on next steps
- Maintained accurate documentation of all project activities such as meeting minutes, action items, decisions made, etc

## **Server/Key Manager**

Fleming's Prime Steakhouse & Wine Bar-Austin, TX

March 2021 to March 2022

Server tables/ manage team , ensure quality and peak experience with seamless delivery.

- Provided exceptional fine dining service to guests, ensuring a memorable and enjoyable experience
- Demonstrated extensive knowledge of menu items, ingredients, and preparation techniques to answer guest questions and make recommendations
- Effectively communicated daily specials, highlighting unique features and flavors to enhance the dining experience
- Maintained a clean and organized work area, including polishing silverware, folding napkins, and arranging table settings
- Managed multiple tables simultaneously during peak hours while maintaining attention to detail in order accuracy
- Adhered to food safety regulations by properly handling food items and following sanitation procedures at all times
- Worked closely with sommeliers or beverage experts to recommend wine pairings based on guest preferences and menu selections

## **Data Entry**

Prison Entrepreneurship Program 501 (c) 3-Venus, TX

March 2019 to February 2021

Data entry and database creation. Excel proficient.

## **Server**

Red Lobster-Amarillo, TX

December 2016 to May 2017

Kept records of all data in the 501c3

## **Server**

Aspen Creek-Amarillo, TX

January 2016 to May 2016

Wait tables work as team lead and interact with staff to maintain productivity and unique experiences

## **Server**

Texas Roadhouse-Amarillo, TX

February 2014 to October 2015

Best server at that place. Hands down.

## **Education**

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### **Certificate in Business in Business**

Hankamer school of business -Baylor - Remote

February 2018 to January 2019

### **High school diploma**

Amarillo College - Austin, TX

August 2016 to May 2017

## Skills

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- Microsoft Excel
- English
- Data Entry
- Clerical Experience
- Serving Experience
- Blueprint Reading
- Logistics
- Typing
- Electrical Experience
- Construction
- Quality Assurance
- Microsoft Word
- Low Voltage
- POS
- Troubleshooting
- Warehouse experience
- Materials handling
- Commercial driving
- Power tools
- Mechanical knowledge
- Leadership
- Live chat
- Schematics
- Fabrication
- NEC
- Manufacturing
- Construction Management
- Soldering
- Computer networking
- Communication skills
- Bookkeeping
- Automotive repair
- Administrative Experience

## Languages

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- Spanish - Intermediate

## Certifications and Licenses

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### **Logistics Certification**

August 2019 to June 2020

Business Logistics course completion and business math certified from Hill College

### **NCCER**

October 2020 to Present

NCCER completed

### **Electrical Level One**

October 2020 to Present

### **Food Handler Certification**

### **OSHA 30**

### **NABCEP Certification**

### **OSHA 10**

### **TABC Certified**