

Kimberly C. Seddon

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EXPERIENCE

Café Parizade, Durham NC — *Bartender/ Closing Manager*

April 2017 - May 2021

- Fast paced, efficient, friendly
- Kept track of daily sales
- Communicated with wine and beer representatives
- Ordered and picked up liquor
- Balanced sales transitions and cash flow at end of night
- Ensure entire restaurant is closed correctly and locked up
- Organized and perfect POS back of house computer so all tickets are routed and priced correctly

Trippls, Durham NC — *Server/Bartender*

January 2017 - July 2017

- Became head bartender within 3 months
- Reliable, efficient, professional
- Organized bar area and prepped for other shifts

The Bruceton Station, South Park PA — *Bartender*

March 2015 - September 2016

- Created drink menu
- Organized and perfected food menu
- Kept track of sales and settled credit card batches

EDUCATION

University of Pittsburgh, Pittsburgh PA — *Sophomore*

August 2014 - May 2016

Studied business and social sciences. Honors Student.

Penncrest High School, Media PA — *Graduated*

September 2010 - June 2014

Graduated with honors; involved with many clubs and activities.

SKILLS

1. HTML, CSS, JavaScript. JQuery, Bootstrap, Ui Kit, Web APIs, Server-side APIs
2. I am a fast learner and can adapt to new environments quickly.
3. I have a positive attitude and am extremely optimistic. .
4. I am a hard worker that likes to organize and perfect things to improve workplace efficiency.
5. I have leadership skills but also take directions well and respect those in charge; teamplayer.

**References Available
Upon Request**