

Allen Hert

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Seeking an Entry-Level Position in Human Resource Management

Experience includes:

Interviewing and Hiring / New Hire Orientations / Employee Scheduling

Training & Group Leadership

EXPERIENCE

Assistant Manager/Bartender, NICOLE'S PLACE-Syosset, NY

2/18-Present

As the only assistant manager, reported directly to general manager in this high-volume restaurant establishment with 60 employees and service on 3 floors. Primary functions similar to a human resources manager.

- Reviewed applications, interviewed, and hired approximately 25 bar staff.
- Conducted new-hire orientations to include job training and review of company policies. On occasion, fired workers in breach of duties or in violation of company guidelines.
- Scheduled the work hours of ten employees.
- Proactively took on additional responsibilities such as resolving paycheck discrepancies, work schedule issues, employee conflicts, and customer complaints.
- Managed inventory of bar items and verified accuracy of deliveries against purchase orders.

Bartender/Interim Bar Manager, HUNTINGTON COUNTRY CLUB-Huntington, NY

5/15 -12/17

Established rapport, provided camaraderie, and served patrons in this private club catering to an upscale clientele. Assumed bar manager's responsibilities for one month during boss's absence. Oversaw service operations including staff scheduling and bar readiness.

- Trained 6 other bartenders in basic and advanced bartending techniques including use of the computer touch screen.
- Maximized customer satisfaction by providing courteous service.

COLLEGE LEADERSHIP

President, Vice President, Philanthropy Chairman, Fund Raising Chairman & Recruitment Chairman

THETA cm FRATERNITY (2016-2018)

- Raised membership 150% in two years.
- Led chapter meetings and events of 20-30 people according to Robert's Rules of Order.
- Headed a fundraising event for a homeless shelter that raised over \$3,000.

COMPUTER SKILLS

Proficient in Windows, Word, PowerPoint, Internet, and e-mail. Some Excel and Access.

EDUCATION

Bachelor of Arts, Communications, January 2019. Adelphi University, Garden City, NY