

Gregory J. Autery

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Employment

Casey's Nightclub and Lounge Bartender 2008-2011

- ◆ Opening bar on a regular schedule
- ◆ Counting, balancing and handling cash from customers and register
- ◆ Preparing food orders from a limited menu
- ◆ Maintaining bar cleanliness
- ◆ Ordering and stocking bar and kitchen inventory
- ◆ Serving cocktails and beer
- ◆ Managing customers who become belligerent
- ◆ Using judgment to determine if a patron has had too much
- ◆ Checking IDs as needed

Shanghai Steakery and Lounge Bartender 2006-2008

- ◆ Opening bar on a regular schedule
- ◆ Counting, balancing and handling cash from customers and register
- ◆ Preparing food orders from a limited menu
- ◆ Maintaining bar cleanliness
- ◆ Ordering and stocking bar and kitchen inventory
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Ron Wilson Care provider 2002-2007

- ◆ I worked as a live-in care provider for Mr. Wilson to assist the client with a varying amount of tasks dealing with his daily living, including attending doctor appointments when needed or requested.

Regence Blue Cross/Blue Shield Clerk II 2004-2006

- ◆ Answering Customer Liaison Unit phone
- ◆ Inputting claim information
- ◆ Project management
- ◆ Updating spreadsheet accuracy detailing analysts errors
- ◆ Managing weekly unit/analysts reports from pick-up to final distribution

References

Available upon request

Skills

Customer Service

- ◆ Retail sales 4 years
- ◆ Bartender 2 years
- ◆ Computer Operator/Technician 2 years

Computer

- ◆ Windows 2000 Pro/XP Pro Advanced
- ◆ HTML Intermediate
- ◆ Upgrading, repair and troubleshooting Advanced
- ◆ MS Word Intermediate
- ◆ MS Excel Advanced
- ◆ MS PowerPoint Intermediate
- ◆ MS Publisher Intermediate
- ◆ MS Access Intermediate
- ◆ MS FrontPage Intermediate
- ◆ Dreamweaver Basic
- ◆ Photoshop Basic

Office

- ◆ Filing
- ◆ Typing: 33wrds/min
- ◆ Fax machine
- ◆ Copier
- ◆ Multi-line telephone
- ◆ Scanner

Mailroom/Archiving

- ◆ Sorting/opening/distributing mail
- ◆ Preparing documents for archiving/imaging
- ◆ Operating software to track incoming/outgoing legal documents