Alexandra Faris

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**Experience The Mark for Events** **Los Angeles, CA** Staffing Manager April 2012 - May 2013

* In charge of staffing bartenders, servers and catering managers for both onsite and offsite events.
* Answering phones and collecting all important information from potential clients.
* Organizing and filing all staff and event details and information.
* Provided all event details to the catering manager including timelines, food menu, bar details, staff lists with call times, floor plans, rental lists and vendor information.

**SALT Catering Los Angeles, CA** Assistant to Executive Chef and Owner March 2012 - May 2013

* Scheduled meetings and tastings for The Chef/Owner.
* Organized the Chef/Owners schedule with upcoming events and meetings.
* Contacted clients for important information regarding their personal preferences for their event
* Created estimates and invoices for clients including details regarding rentals, menus, bar information, staff information, and pricing.
* Created staff lists for the catering manager including server, bartender, manager and kitchen information.

**SALT Catering Los Angeles, CA** Catering Server September 2009 - May 2013

* Responsible for setting up banquet room as instructed by Supervisor to include linen, service ware and glassware
* Greet guests and respond to requests in a friendly and courteous manner
* Serve the food and/or beverage in the order and to the expectation of the Supervisor to ensure consistency throughout the banquet. Promptly remove dishes as guests complete each course and/or meal at the end of the meal or function
* Replenish beverages as necessary, and check with guests for overall satisfaction
* Comply with attendance rules and be available to work on a regular basis
* Perform any other job related duties as assigned

**Bon Appetit Fine Dining Restaurant @ The Getty Center Los Angeles, CA**  Lead Hostess and Office Coordinator March 2010 - April 2012

* In charge of supervising the host stand and host/hostesses
* Greeting guests and Getty Employees and seating them to their personal preference
* Creating seating charts for the servers
* Preparing a list of reservations of the day including VIPS and Large Party Reservations
* Used Open Table as our form of seating guests and organizing reservations
* Working in a past pace environment with a positive and professional attitude
* In charge of contacting clients regarding large party reservations and creating contracts, menus and seating arrangements according to their personal requests
* Filled in for Managers on the floor when needed
* Helped clear and set up tables, run food and beverages and took orders when necessary
* Created and organized all menu templates

**Bon Appetit @ The Getty Villa Los Angeles, CA** Server/Food Runner/Busser September 2009 - March 2010

* Managed credit card and cash transactions
* Assisted a diverse customer population
* Took orders and bring beverages and food to customers in a timely fashion
* Clean and reset tables promptly as to create space for the next available guests
* Prepared some of the food such as pouring drinks, filling bowls of soup and making salads
* Assisted with cleaning previous to opening or after closing of restaurant

**Education Bloomington High School South August 2002 - June 2006**

High School Diploma

**Indiana University** **August 2006 - December 2007**

**Santa Monica College** **January 2012 - May 2012**

**Skills**

* Proficient in Open Table
* 10 years of Customer Service Experience
* Experienced in Excel and Microsoft Office
* Comfortable working in a fast paced environment with the ability of multitasking
* Ability to converse clearly and proficiently with customers and coworkers
* Confident working both by myself and with a team