
Laura Liss

9 Strawberry Road Apartment 9
Ellington, CT 06029
(860) 508-3836
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Experience

Banquet Coordinator

November 2009 – September 2011 La Notte Restaurant and Banquet Facilities
East Windsor, CT 06088

- Assisting potential clients with facility tours and pricing
- Booking and scheduling of all weddings, banquets and functions
- Working with clients to plan all details of functions, including menus and setup
- All front desk duties, including answering incoming phones calls and emails

Food and Beverage Supervisor

January 2009 – October 2009 The Fan Club Sports Bar and Grill/Ramada Inn
Windsor Locks, CT 06096

- Supervising kitchen, dining room and bar staff
- Weekly scheduling of bar and dining room employees
- Coordinating and supervising banquets and bar related special events
- Monthly inventory of liquor
- Weekly ordering and daily stocking of liquor

Bartender/Server

May 2008 – January 2009 The Fan Club Sports Bar and Grill/Ramada Inn
Windsor Locks, CT 06096

- Bartending
- Serving in dining room and bar
- Setting up, catering and bartending banquets/functions

Mail Room Assistant

May 2007 – August 2007 The Trumbull Group, Windsor, CT 06095

- Mail sorting
- Inputting insurance claims electronically
- Proofreading, filing and coding insurance claims

Merchandise Customer Assistant

April 2003 – August 2006 Sears, Enfield, CT 06082

- Inventory control and floor planning
- Customer service on sales floor
- Cashier

Data Entry

Seasonal 2002 Lego Systems, Inc., Enfield, CT 06082

- Inputting customer information

Education

Keene State College, Keene, NH 03435
2004 – 2009

- Bachelor of Arts – Psychology

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