**Gregory Duch**

5 Lake Avenue ⋄ Higganum, CT 06441 ⋄ xandugreg@aol.com

Home: (860) 345-2307 ⋄ Cell: (203) 710-3898

**Seeking Employment**

Former high school teacher with 10+ years in customer service, 5+ years in restaurant & nightclub bars and food service industry, 2+ years retail/restaurant management experience, and 2+ years carpentry/landscaping experience. Hard working, dedicated, punctual family man willing to start at the bottom to gain experience and get ahead. Careful attention to detail, skilled at multi-tasking, and able to lift heavy loads and work extra hours whenever necessary. Tired of being on unemployment and wanting to return to the workforce immediately! Thank you.

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**Education & Certifications**

**Master of Science,** English w/ Teaching Certification(CT #C082010000396) ⋄ SCSU, New Haven (June 2008) GPA: 3.84

**Associates Degree,** Sp. Bus. - Tom Savini's Make-Up /FX for Film & TV ⋄ Douglas Educ. Ctr, Monessen, PA (June 2004)

**Bachelor of Arts**, English ⋄ Southern Connecticut State University, New Haven, CT (2000)

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**Recent Work Experience (Chronological)**

**J. Martin's Pub (09.2010-01.2011) Higganum, CT Job Title:** Bar Manager

**References:**

**Employees & Colleagues:** Carianne Barkie Lirot - Kitchen Manager/Cook - (954)290-5595 / (860)922-9503

Stephanie Young - Former Employee (Waitstaff) - (860)538-5515

Katie Carlson - Former Employee (Bartender) - (860)301-3111

Colleen Boothroyd - Former Employee (Waitstaff) - (860)639-1424

Eren Lee - Former Employee (Bartender) - (860)834-0421

**Professional References:** Cailin Stack - Sales Rep, Franklin Distributors (Beer) - (860)922-9503

Ian Gibson - Wellstone Farm (Local Organic Food Supplier) - (860)878-2573

Mike Greenberg - Sales Rep, Allan S. Goodman Inc. (Liquor Dist.) - (888)357-8188, ext:335

Gerard Nutcher, On-Premises Rep, Dichello Dist. (Beer) - (203)891-2100

Brandon Williams - Sales Rep, F&F Distributors (Beer) - (860)442-1265

Tom Brown - Sales Rep, Connecticut Distributors Inc. (Liquor) - (800)972-4860, ext:53240

Rick Hutterly - Sales Rep, Brescome Bsrton Inc. (Liquor Dist.) - (203)843-1234

⋄ Developed and maintained a rotating selection of local, national, and import beers on tap and in bottles & established J. Martin's as a noteworthy local beer-bar.

⋄ Worked closely with distributors to create a unique, evolving beer menu for my customers, while monitoring their drinking habits and requests to guide my beer selections.

⋄ Educated myself and my employees on the different kinds of beer and brewing processes, to encourage effective salesmanship and better inform our customers about beer and push their palates beyond traditional American mass-produced lagers.

⋄ Collaborated with beer and liquor distributors to plan in-house give-aways, public & private holiday functions, and plan monthly beer and food pairing events.

⋄ Created weekly employee schedules, interviewed applicants, trained new hirees, led employee meetings, aided in setting up mug club.

⋄ Tracked inventory and sales trends, worked with sales reps to follow & pay weekly invoices and place weekly alcohol orders, worked with customers to plan in-house private events.

⋄ Bartended 3-5 times each week, acted as security/bouncer as needed, restocked all coolers and tapped new kegs, maintained a safe, efficient and organized working environment.

⋄ Used social media (Facebook, BeerAdvocate) and local print media to promote business as a whole, with focus on beer selection and special events. Designed in-house event flyers, print ads, and take-out menus.

⋄ Actively engaged the public to build a positive reputation, gather feedback and input, and maintain good public relations for our growing business.

**Norwich Free Academy (08.2008 - 06.2010) Job Title:** English Teacher (10th/12th Grade)

**Head of English Department:** Geoffrey Serra **Contact:** (860)425-5705 or SerraG@norwichfreeacademy.com

⋄ Designed, researched and implemented student-centered lessons for a diverse group of 100+ students; Adapted lessons and materials to meet the individual needs of all students based on backgrounds & learning needs; Incorporated various forms of tech/media/pop culture into lessons, to meet standards while engaging students' interests & prior knowledge

⋄ Researched and implemented positive classroom management strategies, and tracked the effects of these, as part of my completion of the State of Connecticut's TEAM Pilot Program resulting in a more focused group of students; Established firm behavior standards, and maintained control & order over 100+ students for each school year

⋄ Planned & chaperoned field trips for 75+ students to Salem, MA, & performance of *Big River* at Goodspeed Opera House

⋄ Collaborated effectively with colleagues to assess school's compliance/areas of improvement in relation to accreditation standards; to reshape 10 & 11 grade curriculum standards; and update English course descriptions in handbook

⋄ Participated in English department and special ed. meetings, parent conferences, curriculum fairs, graduation ceremonies, and "Open House" nights

⋄ Attended teacher enrichment sessions on various topics, including CAPT exam scoring, SIOP methods, Literacy and Differentiated Instruction, Gradequick & EdLine training, Promethean board & Powerpoint usage, & EXCEL training.

**Region 16 School District (02.2008 - 06.2008) Job Title:** Substitute Teacher

**Principal:** Dr. Arnold Frank, Woodland Reg. HS **Contact:** (203)881-5551 or AFrank@region16ct.org

⋄ Substituted for grade levels 7-12 in various academic subjects (English, Humanities, Music, Math, & Biology), as an aide in the high school's Resource/Special Ed room, and also monitored In-School Suspensions

⋄ Supervised daily "advisory periods," 20 minute period of informal, non-academic interaction with 12-15 assigned students

⋄ Though I was only a sub, I sought to get to know my students as people, their interests and concerns, to better understand today's high school student. Established excellent relationship with students to the point where many said they hoped the school would hire me to teach there. I have since used this experience to sharpen classroom management skills.

**Barnes & Noble, Orange(closed) & Milford, CT (09.2005 - 09.2007) Job Title:** Salesperson/Merchandiser

**Managers:** Roberta Fletcher & Chris Conway **Contact:** (203)301-0371

⋄ Constructed and Maintained promotional displays to increase sales of monthly specials; Maintained a clean & orderly store appearance to ensure positive shopping experience for customers, make products easy to find, & thus, increase sales

⋄ Identified DVD Department's specific customer base and used special ordering of new & unique products, to target their interests, boost sales and and make the Orange store's DVD department top selling in the region; Used extensive knowledge of film, music & literature to aid customers in finding desired products, and upsell additional items of interest

⋄ Trained new employees of the shelving and Music/Movie Department, according to company standards

⋄ Processed special orders, Conducted shipping and receiving of new products, Tracked inventory of various departments, Prevented shoplifting through various company loss prevention techniques, Helped with special in-store events (Midnight Openings, Book Release Parties, Author In-Store Readings and Signings, Performances by Local Musician)

**EB Games, North Haven, CT (closed) (07.2004 - 06.2005) Job Title:** Assistant Manager

**Manager: Ryan Golembeski, Sr. Account Exec., Ricoh**  **Contact:** (203)2478222 or Ryan.Golembeski@Ricoh-USA.com

⋄ Planned and organized several in-store special events for major releases (Midnight Openings, Give-Aways, Black Friday)

⋄ Assembled weekly employee schedule, Assisted in interview process of new employees, Trained new employees according to corporate standards, Disciplined employees for major/minor infractions according to company policies

⋄ Opening Managerial Duties, such as conducting daily inventory of all products in store, as well as daily receiving of new product shipments; Closing Managerial duties, including clean-up, counting registers, and dropping off nightly deposits

⋄ Constructed, Displayed and Maintained promotional materials(stand-ups, posters, testing stations), Monthly sales displays, and all product shelving units to increase interest in pre-sales/reservations of new products, drive up sales of monthly specials, and ensure a clean & orderly store appearance, making products easier to find, & providing a positive shopping experience for customers thus, increasing sales

⋄ Processed special orders; Conducted shipping and receiving of new products; Prevented shoplifting through various company loss prevention techniques

**Cosi Pizza & Bar (formerly XandO), Stamford & New Haven, CT (closed) (09.1998 - 12.2002)**

**Job Titles:** Bartender / Barista / Asst. Mgr. (Stamford store)

**Manager** (New Haven)**:** Chris Scala, Assistant Restaurant Manager, Valley View Casino & Hotel, Valley Center, CA

**Contact:** (203)887-9923 or cmscala@gmail.com **Manager** (New Haven & Stamford)**:** Andre Morisseau (both stores) **Contact:** (203)668-0580 or amorisseaujr@gmail.com ⋄ Preparing highest quality alcoholic and espresso beverages in a busy, high volume restaurant/bar setting for coffee counter, bar, and/or waitstaff orders

⋄ Taking phone and walk-up to go food orders and catering orders; Providing full menu food service in bar & patio area; Aiding waitstaff on particularly busy nights

⋄ Simple food preparation - Panini Sandwiches, Dessert Presentations, etc.

⋄ Identifying fake ID's, underage patrons, "problem" patrons, and over-intoxicated patrons, and addressing such situations carefully and without disturbance to other restaurant customers

⋄ Receiving daily food shipments from distributor in a timely fashion to ensure freshness of perishable items

⋄ Counting nightly registers, dropping off deposits, making up employee schedules

⋄ Training new employees according to company's standards for bartenders and baristas

**Funktion Night Club, New Haven, CT (closed) 07.2001 - 12.2002**

**Bartender/Booking/Promotions&Advertising/Security/DJ Manager: Todd Arnold**

⋄ Preparing perfect drinks for all patrons in a busy "rave-style" nightclub; Nightly cleaning/sanitizing of surfaces and beverage containers and inventory of bar contents

⋄ Event Planning: Charity Fundraiser Night with Auction; Halloween Party with Bands and Contests; Radio Promotions; Fourth of July Party with Local Bands and Radio Sponsorship; Themed party nights; Weekly Concerts by New England Area Bands; Guest DJ's; Micro-brewery promotions; Beer pong tournaments

⋄ Club Security - Escorting problem customers off premises; Identifying and monitoring suspicious bar patrons; Pre-empting or, failing that, breaking up fights or altercations between customers; Checking ID's / Turning away underage customers; Monitoring customers for contraband.

⋄ Booking Bands from around New England for weekly concert series; Use of FM and Internet radio stations for promotions; Creation and distribution of event advertising materials

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**Additional Skills / Work Experiences**

⋄ Make-Up & Special Effects skills - with film work experience (*Brainiac*); Journalism - news brief & obituary editor for the *Waterbury Republican-American* (2000-2001); Landscaping and Carpentry - On-call assistant to TomKat Woodworking, a small home improvement/repair firm in Guilford, CT(2007-2011); Extensive knowledge of film and music history; Event planning experience (charity functions, weddings, birthdays, corporate events, college/fraternity/sorority in-club events)

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**Additional References**

• Dr. Mark Cohan, Head of School - Norwich Free Academy (NFA), Norwich, CT **Email:** CohanM@norwichfreeacademy.com

• Kristin Peckrul, House Principal - NFA, Norwich, CT **Email:** PeckrulK@norwichfreeacademy.com or (860)425-5780

• Joe Miragliuolo, Special Ed Dept. Head, NFA, Norwich, CT **Email:** MiragliuoloJ@norwichfreeacademy.com or (860)425-5632

• Jesse Coull, English Teacher - NFA, Norwich, CT **Email:** CoullJ@norwichfreeacademy.com

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**Personal Details**

***Organizations*:** National Council of Teachers of English (NCTE), United States Golf Association (USGA)

***Computer Skills***:Promethean Boards, ActivStudio, EBoards; **PC**: MS Word/Works/Office, Powerpoint, Excel, GradeQuick & EdLine;

**MAC**: TextEdit, Powerpoint, Safari, Photoshop, iPhoto, iWork, Excel, GradeQuick & EdLine