

DARWIN GRANT JR.

Personal info

Phone:
(303) 877-9957

Email:
darwin.grant1@gmail.com

Address:
5046 South Espana Way, Denver,
CO 80249

Skills

Spanish

● ● ● ● ●

Critical Thinking

● ● ● ● ●

Project Managment

● ● ● ● ●

Microsoft Office (Word, Powerpoint)

● ● ● ● ●

Cross-Cultural Management

● ● ● ● ●

Communication

● ● ● ● ●

Time Management

● ● ● ● ●

Negotiation

● ● ● ● ●

Teamwork

● ● ● ● ●

Analysis

● ● ● ● ●



Professional Summary

Creative, passionate and a dedicated professional who looks to inspire and educate the youth on their future. With experience in cross cultural management and career mentoring, analyzing unique individual situations is a specialty. Seeking a position of leadership within a Non-Profit organization.



Employment history

Server, Blue Island Oyster Bar. Denver, CO
Jan. 2016 – Present

- Communicate with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Describe and recommend wines and food pairings to customers.
- Bring wine selections to tables with appropriate glasses, and pour the wines for customers.

Project Manager, A-TEAM . Denver, CO
May. 2010 – Aug. 2016

- Confer with project personnel to identify and resolve problems.
- Submit project deliverables, ensuring adherence to quality standards.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.
- Monitor the performance of project team members, providing and documenting performance feedback.
- Direct inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
- Maintain equipment storage areas to ensure that inventory is protected.
- Check out, rent, or requisition all equipment needed for productions or for set construction.

Manager, Server, Bartender, Outback Steakhouse. Denver, CO
Nov. 2006 – Dec. 2015

- Count money and make bank deposits.
- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.
- Schedule staff hours and assign duties.
- Maintain food and equipment inventories, and keep inventory records.
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity.
- Perform some food preparation or service tasks such as cooking, clearing tables, and serving food and drinks when necessary.
- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities.
- Take dining reservations.
- Check identification of customers to verify age requirements for purchase of alcohol.
- Serve wine, and bottled or draft beer.
- Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.

Teacher Assistant, Room Advisor, Tutor, Recruiter, Mentor, University of Colorado at Denver Pre-Collegiate. Denver, CO

Aug. 2007 – May. 2010

- Use computers for various applications, such as database management or word processing.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Maintain scheduling and event calendars.
- Assisted with homework and daily assignments.
- Assisted and supported the Professor during class.
- Held extra help sessions for tutoring.
- Provide students with information on such topics as college degree programs and admission requirements, financial aid opportunities, trade and technical schools, and apprenticeship programs.
- Instruct individuals in career development techniques such as job search and application strategies, resume writing, and interview skills.
- Refer students to degree programs based on interests, aptitudes, or educational assessments.



Education

University of Colorado at Denver, Denver, CO

Bachelor of Arts, International Studies, May. 2017

Web Developer

The Coding Boot Camp University of Denver