

SUZANNE RADLEIN
101 Washington Blvd, Unit 118 • Stamford, Connecticut 06902
Mobile: (203) 570 8999 • Email: suzanne.radlein@gmail.com

OBJECTIVE

I would like to work for you to build on skills I have been developing for years. Seeking a position to apply strong communication and influencing skills. Demonstrate ability to work in fast paced environment while multi-tasking and prioritizing work load and be given the opportunity for further development by observing and doing.

EDUCATION

University of Connecticut

Stamford, CT

- Bachelors of Arts in Political Science
- GPA 3.50

EXPERIENCE

La Perle Restaurant and Bar

Stamford, CT

General Manager

Stamford Marriott and Spa

Stamford, CT

Bartender

- Establish and build repeat clientele
- Work in a high intensity atmosphere
- Department trainer
- Count liquor inventory on monthly basis
- Create new and perfect old cocktail recipes
- Promote and sell select items
- Educate guests on wines and cocktails

Bennigan's Irish American Grill and Tavern

Stamford, CT

Manager

- Performed opening procedures for start of business day
- In charge of New Hire Training Program
- Supervised hourly staff
- Wrote weekly schedule for hourly staff
- Face to face guest interaction
- Reconciled guest complaints
- Did weekly bar inventory report
- Performed closing procedures at end of business day

Additional skills

MS Word, Excel and Power point