EZEQUIEL **ALEMAN**

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# EXPERIENCE

## SEPTEMBER 2021 – CURRENTLY EMPLOYED

## BARTENDER, OUTBACK STEAKHOUSE

Work duties include:

# Provide high quality service to customers.

# Adhere to all local and national liquor laws.

# Mix and serve drinks following set standard recipes.

# Greet guests in a timely manner and take orders.

# Process cash and credit card transactions following appropriate procedures.

# Maintain a safe and clean environment for guests and team.

# Carry out all tasks with attention to detail, cleanliness, and safety

# Assist with inventory and inventory control.

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## SEPTEMBER 2021 – CURRENTLY EMPLOYED

## SERVER ASSISTANT, OUTBACK STEAKHOUSE

Work duties include:

* Serve and replenish water, bread and other dining items.
* Assist with running food to tables.
* Clean designated areas, in accordance with company procedures, including opening and closing routines and following hygiene requirements.
* Assist with cleaning and re-setting tables.
* Set tables to company policy, ensuring that all items used are clean, undamaged and in a good state of repair.
* At all times to be aware of and practice good customer service, assisting the guest in any way which does not adversely affect other customers.
* Follow all Health & Safety procedures

### SEPTEMBER 2021 – CURRENTLY EMPLOYED

### BARBACK, OUTBACK STEAKHOUSE

Work duties include:

* Assisting with opening and closing duties, such as restocking the bar with garnishes, straws, and napkins, ensuring that Bartenders have clean towels, glassware, etc.
* Ensuring bar is well-stocked with ice, liquor, wine, and beer.
* Keeping the bar clean by wiping down surfaces, sweeping and mopping, removing soiled glassware, scrubbing coolers and storage areas, and emptying trash receptacles.
* Speaking to customers, answering questions, handling complaints.

**JULY 2017 – DECEMBER 2017**

## FOOD PREPARATION AND CUSTOMER SERVICE, BURNIE BRAE COMMUNITY CENTRE

Work duties involved:

* Preparing baked goods
* Maintaining cleanliness and good housekeeping
* Serving, and providing exception customer service
* Operating coffee machine
* Organizing dining tables
* Complete dishwashing tasks.

### JULY 2019 – DECEMBER 2019

#### **GROOMING SALON ASSISTANT,** TAFE GROOMING SALON (GROVELY)

Responsibilities involved working at reception:

* Managing appointments and responding to client’s phone calls
* Greet and service customer’s at reception, ensuring they complete necessary forms and documents for appointments
* Maintain a clean work environment

Grooming salon duties included:

* Handling and washing dogs, incorporating proper handling techniques and hygiene routines.
* Effectively work with colleagues, ensuring that everyone is treated with respect; handle and wash dogs cooperatively
* Perform cleaning duties involving: sweeping hair, mopping workspace floor, vacuuming workplace, disinfect surfaces and animal enclosures

**JULY 2019 – DECEMBER 2019**

## ANIMAL CARE ASSISTANT, RSPCA QUEENSLAND

Duties included:

* Preparing animal enclosures
* Handling dogs and puppies into pens
* Applying disinfectant to enclosure floors and surfaces,
* Cooperatively work with peers to clean and handle dogs to work efficiently

# EDUCATION

**JANUARY 2022 – DECEMEBER 2022**

## DIPLOMA IN INFORMATION TECHNOLOGY – TAFE QUEENSLAND, SOUTHBANK

Provides subjects on how to build dynamic websites and web pages. You also learn how to match ICT needs and provide strategic direction to your business, including how to promote workplace cyber security.

**JANAUARY 2020 – DECEMBER 2020**

## CERTIFICATE IV ADULT TERTIARY PREPARATION – TAFE QUEENSLAND, SOUTHBANK

Course is equivalent to year 12. I have currently achieved honors for all my current subjects and aim to put in the work to attain the best results I can, so I am able to eventually enter university. Subjects Include:

* English
* General Mathematics
* Pure Mathematics
* Chemistry

**JULY 2019 – NOVEMBER 2019**

## CERTIFICATE III ANIMAL STUDIES – TAFE QUEENSLAND, GROVELY

Course involved the teachings and understanding of animal behavior. Work experience was additional, involving providing customer service in a grooming salon, performing infection control and hygienic routines, collaborating with co-workers to assist in cleaning and maintaining a healthy work environment. Certificate was fully attained.

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