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| **Ashley Gremillion**  To acquire a position as a result of being a hard-working, experienced employee focused on positive results and client satisfaction. |  |  |  | **CONTACT**  4429 Barnett Street Apt A Metairie, LA 70006  **(228) 343-6969**  **ashgrem89@gmail.com** |

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| **EXPERIENCE**  **1st Academy Learning Center, Kenner, LA — *Office Manager***  August 2017 - Present  Responsible for maintaining full staff to student ratios. Run payroll and write checks. Responsible for weekly groceries for cafeteria. Keeps in contact with parents with any conflicts that may arise. Responsible for ensuring students are clocked in and out for the day via finger scanner. Write weekly schedule for twelve employees. Ensures parents pay tuition on time. Helps parents apply for Childcare Assistance  **The Grill at Bayou Oaks, New Orleans, LA — *Lead Bartender, Asst. Bar Manager***  April 2017 - August 2017  Responsible for maintaining fully stocked bar, inventory bi-weekly, answer phone, make reservations, communicates with all other managers about issues needing to be addressed, checks servers closing side-work, maintains a balanced register, maintains cleanliness behind bar, ensures prompt and great service for guests, etc.  **Gordon Biersch,  New Orleans, LA — *Bartender, Server, Banquet Server, Cocktail Server***  September 2015 - April 2017  Greet tables, pre-bus and bus tables, serve table’s food and drinks, running side-work, closing side-work, check backs, run payments, pre drops.  **Dickie Brennan’s Bourbon House, New Orleans — *B Waiter***  May 2015 - September 2015  Greet table at arrival. Recommend drinks to pair with food choices. Refill drink orders. Pre-bus table throughout coursed meal. Present dessert menu. Have extensive knowledge of menu items. Bus table at departure. Reset table. Responsible for running side-work as well as closing side-work.  **Biloxi Beach Rentals, Biloxi, MS — *Front Desk***  November 2014 - April 2015  Check in/out guests at arrival/departure. Inspect units for upcoming arrivals. Notify housekeeping if any room is not check-in-ready. Notify maintenance of any reported issues. Call guests after check-in to see if guests are pleased with their unit. Answer phones and answer any questions posed. Make reservations accordingly with guests’ needs and wants.  **Quarter Deck Bar & Grill, Long Beach, MS — *Bartender***  October 2014 - November 2014  Set up bar when opening. Stock beer coolers. Stock ice. Greet guests’ upon arrival. Watch for intoxication. Make cocktails specific to guests’ request. Pre-bus empty dishes. Wash and sanitize empty glasses. Sweep. Mop. Break down bar at closing. Burn ice well at closing. Answer phones and take to-go orders when necessary.                     **REFERENCES**  **Lauren Means** - Biloxi, MS   **(228)243-1884**  Assistant Manager at Biloxi Beach Rentals  **Marissa Delgado -** New Orleans, LA                        **(504)606-0130**  Assistant General Manager of Gordon Biersch  **Greg Larsen -**  New Orleans, LA                                  **(404)718-9958**  General Manager of Gordon Biersch  **Brittany Redmond** -  Biloxi, MS                                **(228)234-1477**  Former co-worker and seasoned fine dining employee | **SKILLS**   * Training staff. * Problem Solving. * Advanced interpersonal skills. * Total guest indulgence. * POS, Micro, Aloha, and Microsoft Office computer comprehension with training received. * Extensive verbal communication. * Relationship/Team Building. * Fast learning. * Goal oriented. * Commitment to quality service. * High performance in fast-paced, and high-demand environments. * Staff motivator. * Profit Enhancement. * Quality control. * Money management. * Louisiana Responsible Vendor * Permit   **EDUCATION**  **Crescent School of Gaming and Bartending — *Certificate of Completion***  March 2012 - June 2012  **Gulfport High School  — *Diploma***  August 2004 - May 2008 |