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## Grover Adams

123 Main Street, San Francisco, CA 94122  
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### Professional Summary

Experienced Head Bartender with strong organizational skills and large library of personal drink recipes. Adept at scheduling bartenders for standard shifts and special events coordinating drink needs with the dining room staff and developing ways to sell more drinks during special events. Specializes in high-end hotels and exclusive night clubs.

### Core Qualifications

- Over a dozen nationally published recipes
- Ability to keep VIP clientele information discrete
- Strong sense of organization
- Excellent customer service skills
- Strong communication skills
- Firm but fair management style
- Dedicated to generating more revenue at the bar

### Experience

#### Head Bartender Oscar's Joint

2/1/2008 - 7/1/2014  
New Parkland, CA

- Responsible for creating bartending schedule for regular service and to accommodate special events.
- Responsible for updating the drink menu and making it as dynamic as possible.
- Responsible for coordinating the bar with the dance floor servers and the dining room servers.

#### Head Bartender Philly State Hotel

3/1/2003 - 2/1/2008  
New Parkland, CA

- Responsible for creating weekly work schedule for club bartenders dining room bartenders and banquet bartenders.
- Responsible for making sure that all bar areas were exceptionally clean and all bartenders acted in a professional manner.
- Responsible for collecting all cash drawer reports at the end of the night and balancing the bar books.

#### Head Bartender Tom's Night Club and Dining

6/1/1994 - 3/1/2003  
New Parkland, CA

- Responsible for creating drink recipes that were unique to the club.
- Responsible for scheduling dining room and club bartenders.
- Responsible for hiring and firing all bar personnel including bar backs.

### Education

Associate's Degree - Bartending  
Elton Bartending School

1994  
New Parkland, CA

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