‍Evelyn Lorraine Moser II “Rainie”

1428 W. Huntington Ave. Apt. B Jonesboro, AR 72401 | (870) 810-1744 | evemo2010@gmail.com

Objective

* I am in search of employment with steady pay, day-time hours, and a professional surrounding environment. I am available for work Monday through Friday, from 7:30 a.m. to 4:00 p.m. I am hardworking and dedicated to my work, whatever my position may be. I have been tending bar for quite some time now, but I am in need of a change. Please do not let my area of past work deter you from my commitment and capabilities.

Education

Associate | December, 2010 | BRTC – Pocahontas, ar

* Major: English
* Related coursework: Psychology, Philosophy, World Literature, Geography

BSE ENglish | in progress | asu – jonesboro, ar

* Major: English
* Minor: Undecided
* Related coursework: Technical Writing, Comparative Modern Grammar, Educational Psychology

Skills & Abilities

Management

* I’ve never managed officially, nor have I claimed the title, but when it comes to delegating duties which need to be done, I am up to the task when necessary. That is not, however, without assisting with the tasks myself.

Communication

* I am wonderful with people. I’ve worked in customer service jobs for the last ten years. I love it.

Leadership

* I’m great at seeing something that needs to be done, and getting it done by appropriate means.

Experience

Server | vino’s 305 | 01/18/2014 – 03/22/2014 | chris price | (870) 336-0305

* I was responsible for taking orders, keying them in properly, serving fulfilled orders in a timely manner, counting back change, keeping things clean, and providing excellent customer service.

Bartender/server | bennigan’s | 10/21/2013 – 03/14/2014 | stan | (870) 336-1962

* I was responsible for taking orders, keying them in properly, mixing and pouring drinks, serving fulfilled orders in a timely manner, counting back change, keeping things clean, and providing excellent customer service.

bartender | Jake’s fraternal order of the bears lodge 25 | 06/18/2013 – 10/19/2013 | bill pyle | (573) 354-2325

* I was responsible for minimal advertising, mixing and pouring drinks, keeping the bar clean during and at the end of my shift, keeping my customers entertained, counting back change, and keeping up with business.

pca | Americare in home services | 06/24/2013 – 07/2013 | Alicia | (870) 248-0555

* I was responsible for the care of an elderly woman within her home every day. I ran errands for her, accompanied and escorted her to her appointments, and cooked for her and her husband. I bathed, dressed, and groomed her, and made sure she was as happy and comfortable as was possible.

bartender | American Legion Post 6 | 02/26/2012 – 05/16/2013 | ted grissom | (870) 892-5166

* I was responsible for minimal advertising, mixing and pouring drinks, cooking frozen pizzas for those who wanted them, keeping the bar clean during and at the end of my shift, keeping my customers entertained, counting back change, and keeping up with business.

sales rep/executive recruiting assistant | vector marketing | 09/2011 – 05/2012 | candice dahl

* I was responsible for the care of an elderly woman within her home every day. I ran errands for her, accompanied and escorted her to her appointments, and cooked for her and her husband. I bathed, dressed, and groomed her, and made sure she was as happy and comfortable as was possible.

bartender | Pocahontas moose lodge | off and on since 2009 as needed | bill hallman | (870) 892-7010

* I was responsible for minimal advertising, taking, preparing, and cooking food orders, mixing and pouring drinks, keeping the bar clean during and at the end of my shift, keeping my customers entertained, counting back change, and keeping up with business.

References

Steve prichard | (870) 378-6765

Rachel carlton | (870) 378-6083

Brittany Guthrie | (870) 378-7025