

BELLA HABEL

CONTACT



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Portage, Michigan 49002

CAREER OBJECTIVE

Dedicated professional with proven performance in management, leadership and communication. Detail-oriented in problem-solving and planning. Ready to make an immediate contribution to your organization.

EXPERIENCE

June 2021 - Present

Bartender/Beverage Cart

Milham Park Golf Course, Portage, MI

- Prepared beverages and cocktails according to mixing and presentation standards and recipes.
- Greeted patrons promptly and cordially, exhibiting excellent guest service skills.
- Followed alcohol awareness procedures for preventing intoxication and dealing with intoxicated guests.
- Checked identification of customers to verify age requirements for alcohol purchases.
- Handled guest complaints promptly, contacting supervisor immediately for assistance with escalated issues.
- Assessed bar inventory and completed requisition sheets to restock supplies.
- Took beverage orders from guests and delivered drinks within reasonable time frames.
- Sliced and pitted fruit for garnishing drinks.

November 2021 - February 2022

Server

Fletchers Pub, Portage, MI

- Cleaned and sanitized hands and surfaces to optimize food safety and comply with health department regulations.
- Prioritized multiple tasks in dynamic environment and stayed calm and composed.
- Executed seamless front-of-house tasks, creating unforgettable dining moments resulting in customer loyalty.
- Jotted down customer orders and promptly delivered food and drinks.
- Liaised with restaurant manager in ordering and stocking inventory and supplies, facilitating front-of-house operations.
- Followed alcohol awareness procedures for preventing intoxication and dealing with intoxicated guests.

November 2019 - July 2021

Hostess

Monellis sports bar and grill, Portage, MI

- Stocked service areas with supplies to deliver faster service to guests.
- Assisted in serving guests for parties and special functions.

- Managed telephone and internet take-out orders and coordinated hand-off for delivery orders with third-party drivers.
- Escorted guests to proper tables or offered open seating options in bar and patio areas.
- Informed guests of food and drink specials, fostering smooth handoff to service staff.
- Greeted patrons and coordinated table assignments to meet party preferences and requests.

August 2018 - November 2019

Hostess

Breakfast at Tiffinys , Portage, MI

- Escorted guests to proper tables or offered open seating options in bar and patio areas.
- Engaged with guests to maximize satisfaction with food and service.
- Assisted in serving guests for parties and special functions.
- Presented positive first impression of establishment's high standards by delivering exceptional service.

EDUCATION

Expected Graduation May 2025

Supply Chain Management In Business Candidate GPA 3.7

Michigan State University, East Lansing, MI

ADDITIONAL SKILLS

- Multitasking
- Working under busy circumstances
- Menu Memorization
- Guest Services