

Tessa M. Gardner

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- To utilize my professional and personal experiences to obtain employment with a reputable organization where I can contribute to the advancement of the organization and achieve my own personal and professional goals.

Experience

Server/bartender

Toltec Brewing, Albuquerque, NM

December 2019- March 2020

- Delivered exceptional guest experiences through attentive service and quick response to issues
- Monitored dining room inventory and replenished as necessary
- Prepared beverages and filled food orders for customers

Dental Assistant

Chamisa Hills Family Dental, Rio Rancho, NM

January 2018 – April 2019

- Dental Radiographs
- Maintain a clean, sterile, and positive environment optimizing patient comfort and safety.
- Monitor dental supplies and equipment inventory.
- Successfully assisted dentist during restorations, permanent and temporary crowns, and extractions.
- Explained treatment procedures and instructed patients on home care guidelines.

Bartender

Marble Brewery, Albuquerque, NM

April 2016- September 2017

- Prepare and serve drinks to guests directly
- Collect payments
- Keep bar and equipment clean
- Monitor the intake of alcohol by guests, and prohibit the sale of alcohol to those who are intoxicated and underage.

Bartender/Server

The Local Brewhouse, Rio Rancho, NM

January 2016- May 2016

- Prepare and serve drinks to guests directly
- Provide exceptional customer service and superb dining experience
- Responsible for overall cleanliness of environment
- Collect payments
- Keep bar and equipment clean monitor the intake of alcohol by guests, and prohibit the sale of alcohol to those who are intoxicated and underage.
- Proficient with POS system to enter orders and close invoices

Server

Longhorn Steakhouse, Albuquerque, NM

January 2015 – January 2016

- Provide exceptional customer service
- Ensure a superb dining experience for our customers
- Responsible for overall cleanliness of environment
- Proficient with Point of Sales (POS) system to enter orders and close invoices.

Server

Longhorn Steakhouse, Waterford, CT

September 2014 – January 2015

- Provide exceptional customer service
- Ensure a superb dining experience for our customers
- Responsible for overall cleanliness of environment
- Proficient with Point of Sales (POS) system to enter orders and close invoices.

Server

Captain John's Restaurant, Sylvan Beach, NY

April 2013 – September 2014

- Provide exceptional customer service
- Ensure a superb dining experience for our customers

- Responsible for overall cleanliness of environment
- Proficient with Point of Sales (POS) system to enter orders and close invoices.

Paid Orders Clerk

Mystic Stamp Company, Camden, NY

June 2010 – April 2013

- Fill and package orders accurately and completely
- Handle and process extremely valuable and expensive stamps
- Adhere to quality control protocol

Server/Expert Trainer

Applebee’s Restaurant, Rome, NY

December 2006 – April 2010

- Provide exceptional customer service
- Ensure a superb dining experience for our customers
- Responsible for overall cleanliness of environment
- Proficient with Point of Sales (POS) system to enter orders and close invoices
- Trained new servers in company policy and procedures

Education

New Mexico Institute of Dental Assisting

August 2017- January 2018

Central New Mexico Community College, Albuquerque, NM

- Pursuing degree in Accounting

Altmar- Parish-Williamstown High School

September 1999 – June 2003

- Regents diploma (Business major)

Skills and Abilities

- Detail oriented
- Strong communication skills
- Proficient in Microsoft Word, Power-Point, and Excel
- Team player
- Excellent organization skills
- Proficient in Eaglesoft
- CPR certified
- DANB certified

References available upon request