



Amber Filkins

📍 Costa Mesa, CA 92626 📞 (949) 705-7520

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PROFESSIONAL SUMMARY

Hardworking Bartender with experience in large-scale casual dining establishments. Committed to upholding highest standards of customer service and safe food handling practices. Well-versed mixologist with diverse menu of memorized drink recipes.

SKILLS

- Menu Recommendations
- Point of Sale Systems
- Workflow Coordination
- Customer Service and Rapport
- High Volume Dining
- Service Oriented
- Specials Promotion and Upselling
- Menu Memorization and Presentation
- Verbal and Written Communication
- Order Accuracy and Delivery
- Liquor, Wine and Food Service
- Warm and Friendly
- High Energy and Stamina

WORK HISTORY

BARTENDER & SERVER

12/2022 to CURRENT

Maggiano's Restaurant | Costa Mesa, CA

- Kept bar presentable and well-stocked to meet customer needs.
- Performed opening and closing duties, printing sales reports, setting up for incoming shift, preparing cash drawers and taking inventory.
- Organized bar inventory and storage procedures to keep stock within optimal levels and meet expected customer demands.
- Handled simultaneous customer, team and business needs while avoiding unnecessary delays or errors.

BARTENDER & SERVER

12/2016 to 09/2023

Balboa Bay Club And Resort | Newport Beach, CA

- Maintained knowledge of bar and menu options to prepare drinks and make food recommendations.
- Completed regular bar inventories and daily requisition sheets.
- Trained new bartenders on drink preparation and upselling techniques.

BARTENDER & SERVER

01/2017 to 12/2019

Avilas El Ranchito | Corona Del Mar, CA

- Extremely skilled at multitasking, taking orders, maintaining the bar tabs as well as new orders coming in
- Prepared handcrafted organic cocktails with pure active ingredients

- Provided excellent customer service resulting in customers having a memorable experience
- Always engaging with customers to give them a wonderful over the top experience

BARTENDER & SERVER

01/2015 to 12/2017

La Vida Cantina | Costa Mesa, CA

- Maintained enough knowledge over the years of alcohol to present customers with new pairing ideas for their meals
- Maintained tabs in high volume fast-paced environment
- Maintained Inventory and re-order weekly
- Extensive alcohol, cocktail ingredient and distillation knowledge

EDUCATION

Associate of Science | Business Administration

06/2019

Orange Coast College, Costa Mesa, CA