

# Amirah Muhammad

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## Work Experience

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### **Bar Manager/Head Bartender**

Twelve 25 - Tuscaloosa County, AL

January 2021 to March 2024

- Assist w/ cleaning before & after shift

Bartender:

- set up bar for daily shift work
- served bar & restaurant mixed shots , specialty cocktails throughout day & late night shifts
- did weekly inventory & truck orders
- delegated shift duties & trained new bar / server staff on pour tests , recipes , etc.

### **Sales Associate**

Victoria's Secret - Tuscaloosa, AL

August 2019 to January 2020

December 2019 - Employee of the month for most Angel Cards sold

- Arrange the displays of the store before opening.
- Restock and replace the merchandise in the right area of the store.
- Efficiently operate a cash register.
- Inform clients of promotions at the store at appropriate times.
- Help other employees with major tasks.
- Positively interact with the customers.
- Reach monthly sales goals

### **Food Service Director**

BREWER PORCH CHILDREN'S CENTER

January 2018 to August 2019

- Implemented State Child Nutrition Program regulations
- Monitored and worked with 3rd party vendors to ensure that clients and staff have access to high quality, nutritious and appealing meals
- Approved monthly menus
- Recorded daily and monthly summary reports of each client/staff
- Applied for state-wide grants when needed
- Created activities that implemented BPCC's Wellness and Health Plan to get the clients engaged in healthier lifestyles
- Implemented all state policies and procedure updates and modifications according to monthly training
- Managed day to day food operation
- Trained staff on each station on how to effectively serve clients (children)
- Managed inventory

- Kept track of food gross sales
- Any administrative duties correlated with my boss

### **Restaurant Supervisor**

THE HOUSTON ZOO

January 2017 to December 2017

- Trained workers in food preparation, service, sanitation and safety procedures
- Supervised and participated in kitchen and dining area cleaning activities
- Estimated ingredients and supplies required to prepare meals
- Controlled inventories of food, equipment and reported waste/shortages
- Assigned duties to employees in accordance with work demands
- Observed and evaluated workers to ensure high quality standards and discipline

### **Banquet Server**

The University Club - Tuscaloosa, AL

May 2014 to June 2016

Take food and beverage orders from guests and enters orders in our point-of-sale system.

Accurately describes menu items, specials, drinks, and wines for guest satisfaction.

Interacts with the bartender, properly setting up glasses for drinks.

Set dining room station

Maintains a safe and sanitary work environment

Serves menu items to guests in a prompt and courteous manner and according to established service standards.

## Education

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### **BS in Hospitality Management**

UNIV. OF ALABAMA

January 2012 to May 2016

## Skills

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- Food Safety
- Software programs (Microsoft word, Excel, Powerpoint, Microsoft Outlook, etc.)
- Time Management
- Management
- Restaurant Management
- Profit & Loss
- POS
- Sales
- Bartending
- Food Preparation
- Strong written and verbal communication skills
- Restaurant Experience

- Kitchen Management Experience
- Administrative experience (3 years)
- Kitchen Experience
- Catering
- Strong leadership skills with ability to build a positive work environment
- Food Service

## Certifications and Licenses

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### **Food Handler Certification**

### **TABC Certification**