

JACQUELYNE DUONG

Houston, TX 77021

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PROFESSIONAL SUMMARY

Accomplished Bar Lead with a proven track record at MF Sushi, adept in enhancing drink selections and managing inventories. Demonstrated leadership in staff coordination and a strong foundation in beer and wine knowledge. Excelled in elevating customer experiences while ensuring workplace safety, showcasing a blend of hard and soft skills critical for hospitality excellence.

SKILLS

- Workplace Safety
- Beer Knowledge
- Scheduling Staff
- Wine Knowledge
- Staff Leadership

WORK HISTORY

04/2021 to Current

Bar Lead

MF Sushi – Houston, TX

- Held meetings with wine and sake representatives to update and improve drink menu.
- Took liquor and wine inventory.
- Order alcohol inventory.
- Prepare and serve beverages, including cocktails, beer, and wine
- Interact with customers, take orders, and provide recommendations
- Maintain cleanliness of the bar area and equipment
- Check customers' identification to ensure they meet the legal drinking age
- Handle cash transactions and operate the cash register
- Upsell additional products when appropriate
- Monitor customer intake to prevent overconsumption and ensure safety

09/2018 to 04/2021

Bartender

BreWingZ Restaurant and Bar – Kingwood, TX

- Served high customer volumes during special events, nights, and weekends.
- Managed cash handling duties responsibly, ensuring accurate accounting at the end of each shift.
- Performed opening and closing duties, printing sales reports, setting up for incoming shift, preparing cash drawers, and taking inventory.
- Efficiently opened or closed the bar according to established procedures, ensuring preparedness for each shift.

EDUCATION

05/2024

Bachelor Of Liberal Arts: Liberal Arts And Sciences
University of Houston - Houston, TX

CERTIFICATIONS

- TABC
- FOOD HANDLERS