**Jacqueline Khuong**

(832) 903-1746 | Jacquelinekhuong@gmail.com

**Bartender November 2023-Present**

*Empire Poker Club*

* Preparing alcoholic or non-alcoholic beverages for bar and patrons
* Assess customers’ needs and preferences and make recommendations
* Restock and replenish bar inventory and supplies

**Server November 2023-July 2024**

*Twin Peaks Restaurant & Bar*

* Provided exceptional customer service by anticipating guest needs and responding promptly to inquiries.
* Promoted daily specials, desserts, and beverages, resulting in increased sales and customer satisfaction.
* Addressed and resolved guest complaints and issues with professionalism, ensuring customer satisfaction.

**Server March 2023-October 2023**

*Legends Social Club*

* Receive customer orders; Take orders from guests and transfer them to kitchen staff
* Ensure food is prepared correctly and to customers satisfaction
* Protect establishment and patrons by adhering to sanitation, safety and alcohol control policies

**Memorial Hermann, Medical Assistant June 2022-February 2023**

*Larry Likeover MD*

* Proficient in obtaining patient medical history and vital signs promptly recording data in EHR and communicating patient concerns with physician
* Escort rehabilitative patients to exam rooms upon arrival, applying time management skills to adhere to a daily schedule
* Gather equipment for and assist physician in performing medical evaluations

**Receptionist & Teeth Whitening Technician November 2021-May 2022**

*The Bella Experience*

* Document and communicate various actions, irregularities, and continuing needs
* Answer the telephone; take and replay messages; provide information to callers & booking
* Perform sterile teeth whitening services for clients

**EDUCATION**

Lonestar Community College of Business, August 2023-Present

Cypress Creek High School, August 2018 - May 2022

**Certifications**

Food Handler Certified

TABC Certified