

Mataya Xa

Bartending Supervisor

✉ mataya.xa@gmail.com

☎ (715) 015-6053

📍 2121 N. Maple St, West
Lafayette, IN 47906

Education

**High School Diploma at
Ben Davis High School,
Indianapolis, IN**

Sep 2012 - May 2017

I have learned to be organized, to manage my time wisely, and to study efficiently.

Links

[linkedin.com/in/matayaxa](https://www.linkedin.com/in/matayaxa)

Skills

Bartending

Supervising

Communication

Organizational

Time Management

Customer Service

Interpersonal

Languages

English

Portuguese

Profile

I have over 5 years of experience as a Bartending Supervisor. I am responsible for managing the bartenders and ensuring that they provide excellent customer service. I also oversee the operations of the bar, including stocking and ordering supplies, and maintaining inventory levels. In addition, I resolve any customer complaints or concerns. I am knowledgeable in all areas of mixology and can create both classic and innovative cocktails.

Employment History

Bartending Supervisor at ABC Bartending School, IN

Apr 2022 - Present

- Hired and trained a team of 8 bartenders who provided excellent customer service.
- Created weekly work schedules that increased productivity by 20%.
- Implemented new systems for tracking inventory and ordering supplies, which reduced costs by 10%.
- Negotiated discounts with suppliers that saved the company \$500 per month.
- Developed promotional materials and ran marketing campaigns that generated an additional \$2,000 in revenue per month.

Lead Bartender at XYZ Bartending School, IN

Aug 2017 - Mar 2022

- Hired and trained a team of 5 bartenders that increased sales by 15%.
- Implemented new cocktail menu that boosted happy hour traffic by 20%.
- Negotiated with vendors to save the bar 10% on liquor costs.
- Coordinated special events that generated \$5,000 in revenue.
- Won "Best Bartender" at the annual industry awards ceremony.

Certificates

Certified Bartending Supervisor (CBS)

Aug 2020

Certified Lead Bartender (CLB)

Nov 2018

Memberships

National Restaurant Association

American Culinary Federation