

# Jaimie Luna

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## Work Experience:

Bartender/Trainer/Promo Girl  
*Hooters of Bradenton*

May 2010-Present  
*Bradenton, Fl*

- Mix, garnish, and serve drinks for patrons of bar and dining room following standard recipes
- Communicate with guest using clear and enthusiastic words, tone, and body language at all times
- Pass *Responsible Vendors* test quarterly
- Provide excellent customer service through personalization and memorable experiences
- Be attentive and plan proactively by anticipating customers' needs before they ask
- Serve responsibly; Check identification and ensure it is valid
- Conduct monthly beverage inventory
- Train new employees and ensure they are comfortable with all the rules and procedures
- Display merchandise and retail items in order to garner attention and sales
- Be friendly and assertive while handing out samples, giving presentations, distributing, and representing the brand at off-site events throughout the year

Preschool Teacher Assistant/ Office Assistant  
*Kids R Kids School of Quality Learning*

June 2006- May 2010  
*Lakewood Ranch, FL*

- Worked with teachers to provide a fun and caring environment
- Helped plan and provide developmentally appropriate activities for the children
- Tutored and taught children Spanish with the program Spanish Me Fun
- Maintained office operations by receiving and distributing communications
- Communicated with parents about their child's progress

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## Education:

University of South Florida St. Petersburg  
*College of Arts and Sciences*

- Major in Mass Communications
- Concentration in Journalism & Media Studies

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## Skills and Expertise:

- *Excellent interpersonal, written, communication, and organizational skills*
  - Efficient, attentive, and detail oriented
  - Independent as well as a team player
  - Read, write, and speak Spanish and English fluently
  - Expertise with Microsoft Office Programs, specifically Microsoft Word and PowerPoint