Misti D. Hendrix

Versatile Professional: Medical Assistant, Administrative and Executive Assistant, Experienced Bartender, Bar Manager
Tampa, FL 33615
missdeegirl21@gmail.com
813 770 3432

- A.S. Medical Assistant- Allied Health, Keiser University-2007
- CERTIFICATE COURSE -Contact Tracing Covid 19 /Coursera –Johns Hopkins University-2020
- Serv Safe Certified / Responsible Vendor/ TIPS Certified-2022, 2023
- Sunstate Academy of Hair Design -Cosmetology License- 2005

Travel Bartender- sub contracted for Spectrum Concessions, Event Aces , Rio, and DLS - USA
May 2021 to Present
Bartender for High volume events, liquor, beer and wine sales Various, POS Cash handling, cc and other electronic payment, Customer Service,

Executive Assistant- Health and Psychiatry - Oldsmar, FL
November 2019 to March 2022
Managed travel arrangements, meeting coordination, and scheduling, as well as payroll and timesheet adherence using ADP database. Handled recruiting and hiring processes utilizing recruiting databases, and facilitated new hire paperwork and orientation. Acted as a liaison between the CEO, three Doctors of Psychiatry, and client/vendor relationships. Oversaw QuickBooks for accounts payable, supply orders, and database management, while maintaining spreadsheets. Managed EMR and Eclinical systems for maintenance and updates.

Bartender Tequilas Mexican Restaurant - Tampa, FL
January 2018 to October 2021
Key holder, Cash adherence, High volume bar, POS reports and editing, customer service, Weekly inventory audit

Bartender / Shift Manager Kelly Days Firehouse Tavern - Tampa, FL
February 2016-January 2018
Implemented Inventory, Inventory Controls, Responsible for liquor, wine and beer orders and budgets, EOD Adherence, FOH Scheduling, Created Wine and Craft Cocktail Menu, Managed FB and other social media and Marketing tools

Bar Manager/ Bartender Tates Italian Rest & Bar - Tampa, FL
August 2013 to October 2015
Led implementation of inventory database and controls, ensuring adherence to bar budget and end-of-day (EOD) procedures. Managed front-of-house scheduling and successfully launched new cocktail and wine menus. Orchestrated social media marketing campaigns across platforms including Facebook.

Bartender CDBS REST AND BAR Westshore Blvd - Tampa, FL
May 2013 to August 2014
Bartender / Server, Wine Service, Craft Cocktails, High Volume Bar Service

Bartender/ Trainer Mojito @ Crowne Plaza - Tampa, FL
November 2011 to January 2013
Created Craft Cocktails, Customer Service, Bar Trainer, Cash drawer EOD Adherence

Bartender Green Iguana/ Hula Bay - Tampa, FL
January 2009 to October 2010
Created Craft Cocktails, High volume bar, Customer service,

Bartender/ Trainer Hooters Corp- Tampa, FL
July 2004 to January 2009
Played a key role in implementing liquor rollout and training at Tampa Bay Hooters as a corporate trainer, while also serving as a bartender and server, delivering exceptional customer service.