

Ashley C. Mokuahi
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Summary

I am a self-starter with almost 20 years in restaurant, hospitality, retail business, and customer service. Possess excellent communication skills, flexibility, creativity, leadership skills, and ability to adapt in a variety of circumstances. I am a goal-oriented team player, highly motivated and have demonstrated positive results with my problem solving skills. I am able to work independently in a fast-paced business environment and motivate others to achieve common goals.

Education

2004: B.S. Nursing, Hawai'i Pacific University

Skills

I am a highly motivated, intelligent woman with an impeccable work ethic, and high integrity. I have very strong communication and interactive qualities, as well as extensive food and beverage knowledge. I have a professional demeanor, which essential to creating an enjoyable, safe, personalized, and memorable experience for all clients in any situation. Currently, I am working under the tutelage of Dr. Sonia J. Rowley at the University of Hawai'i at Mānoa, in gorgonian octocoral curation for research and long-term storage.

Experience

*2020-Present: Dr. Sonia J. Rowley Laboratory, University of Hawai'i at Mānoa, HI
Laboratory technician*

Managing gorgonian octocoral curation, utilizing and assisting in the development of a novel preservation technique. I am responsible for organising gorgonian material, packing, experimental testing, and trouble-shooting. Training in gorgonian octocoral classification for effective specimen organization, research, and long-term storage.

*2016-May 2019: Dave & Busters Honolulu, HI
Cocktail Server/Bartender/ Accounting*

Responsible for providing exceptional customer service in a fun, fast paced, high-volume, and highly dynamic environment. Duties include opening setup/closing breakdown of assigned bars, cash handling, interacting with guests to ensure a quality dining/drinking experience, assisting management with inventory weekly, communicating effectively with the management team to guarantee the safety of all guests consuming and/or surrounded by guests consuming alcohol, and participating in customized special events whenever needed.

*2012-2014: Murphy's A Grand Irish Pub Virginia Beach, VA
Bartender, Manager*

Accountable for creating an enjoyable, safe, and quality guest experience while managing staff members, cash handling, liquor ordering, and accounts payable in a high-volume establishment. I am

also responsible to ensure that the establishment, credit transactions, night cash drops were completely closed and secure at the end of the night.

2010-2012: Zoe's Virginia Beach, VA

Bartender/Bar Manager/ Executive Assistant to Sommelier and Ownership

Tasks involved opening and closing a small, intimate, local establishment, while maintaining a fine dining, high quality experience for visiting guests. Accountable for wine and liquor inventory, ordering, and receiving for record keeping purposes, as well as ABC reports. I developed an inventory and organization system for a large, extensive wine collection, book keeping, organizing private events, off premise catering, and exclusive private tastings. Also, assisted in answering emails and phone calls, taking reservations, tracking retail wine orders, building customized wine orders, and maintaining confidentiality of customers/guests personal credit card/payment information.

2006-2012: Hilton Virginia Beach Oceanfront Virginia Beach, VA

Cocktail Server, Bartender

Duties to include providing quality customer service at a fast paced, high volume restaurant, handling of cash and credit transactions, assisting in inventory to include data entry for record keeping and awareness of product management. Also, assisting guests with menu/wine selections in an exclusive, high-end establishment located in a coastal resort town.

2005-2006: Roy's Ko'olina, HI

Server, Bartender

I provided customer service to guests in a four-star, world-renowned establishment. I was responsible for understanding the origin of fine wines and culinary techniques. In addition, I was responsible for the wine and liquor inventory, which included data entry for record keeping.

2002-2005: The Cheesecake Factory, Honolulu, HI

Trainer, Assistant Bar Manager

I provided exceptional customer service to visiting patrons in a high volume resort town. Furthermore, I oversaw all record keeping of bar supplies, inventory, ordering, and receiving in a multi-million dollar establishment. I was responsible for the training of newly hired employees to maintain corporate standards of The Cheesecake Factory.

2000-2004: Dixie Grill BBQ & Crab Shack, Aiea, HI

Hostess, Server, Bartender, Supervisor

My tasks included greeting and maintaining positive guest relations and to help assist all staff where needed. I communicated and strategized with upper level management frequently, in order to maintain the efficient operation of the business in a streamlined manner. I was further, responsible for the product inventory, purchasing, and receiving product orders and tracking expenses.

References available upon request