

# Andy Talen

437 Wilson Ave, Apt 3R  
New York, NY 11221

(920) 226-0871  
andy.talen@gmail.com

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## Objective

- To obtain work as a Caterer

## Competencies

- Highly personable and friendly, with strong management skills
- Experience in Customer Service and Food Service at Four & Five Diamond Resorts in WI
- Hard worker with over six years experience in youth and communication leadership

## Education

### **University of Wisconsin – Madison (2004-2009)**

- Bachelor of Arts
- Double Major in Art History & Theatre Arts

### **Columbia University – New York (2011-2014)**

- Master of Fine Arts in Acting

## Job Experience

### **Amigos Restaurant – 2888 Broadway, NY**

**2014-Present**

*Server*

- Duties include FOH preparation for opening of the restaurant, service to assigned tables, and breakdown of server stations upon completion of shift. A comprehensive food test and menu tasting was also required before taking tables in the restaurant. All servers require knowledge of specialty margaritas and cocktails as well.
- **Reference:** Tom Erdman, *Amigos General Manager*, 212-864-1143

### **The American Club – The Wisconsin Room**

**2009-2010**

*Server*

- Duties included preparation, execution, and clean up of the breakfast shift at the flagship restaurant located in the resort. Further requirements included intense knowledge of all AAA service standards for a Five Diamond Resort, as well as a two-day mandatory seminar covering all aspects of working at AAA rated resort entitled Gracious Hospitality.
- **Reference:** Celine Wayland, *Wisconsin Room Assistant Manager*, 920-457-8000

### **The Osthoff Resort**

**2009-2010**

*Front Desk Associate, Security*

- Duties included copying, faxing, data entry, and making telephone calls for immediate superiors. As a front desk customer service representative, I was the primary contact for the guest for the guest and their experience at the resort. Proficiency in Resort Data Processing software system was required for the job. Security duties included final lock-up of the resort, mediating guest altercations, and performing assistant to restaurant workers.
- **Reference:** Jenni Underwood, *Front Desk Manager*, 920-876-3366

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## **Columbia University School of the Arts**

**2011-2014**

### *Scene Shop Departmental Research Assistant*

- Duties included building and transporting Columbia University MFA Directing Thesis technical elements. Workload included organizing scenic elements, painting, lighting, and technical support for six thesis productions taking place throughout Manhattan, as well as an acting thesis production in the fall. Additional duties in the Columbia Shop were to provide weekly technical support for Second-Year MFA directing candidate productions in three School of the Arts performance spaces through the course of the academic year.
- **Reference:** Tom Gilmore, *Technical Director*, 973-768-1473