

## Kirsten Barany

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### Education

Temple University, College of Liberal Arts  
Bachelor of Arts in Psychology, Minors in Kinesiology and Spanish

Philadelphia, PA  
May 2016

### Experience

#### **Saint Lazarus Bar**

General Manager

Philadelphia, PA  
Sep 2018 - Present

- Recruit, hire, train, and evaluate staff of 25 employees in all aspects of daily operations. Inform and educate employees of new and seasonal products.
- Created and implemented a dry storage inventory chart and protocol; responsible for tracking and controlling daily inventory levels of beer, wine, liquor, sodas, juices, mixers, fruit, and other products.
- Track and maintain monthly expenses below budget through accurate planning and waste reduction. Purchase liquor and other supplies with cost effective operating procedures.
- Coordinate with management team to expand selections of beer and wine. Meet with beer and liquor representatives to discuss new products and sales. Assist with the development and creation of seasonal cocktail menus.

Bartender

Mar 2017 - Sep 2018

- Provide fast, friendly, professional service to all guests.
- Set up bar at the beginning of each shift: clean and stock glassware, slice and pit fruit, and fill ice bins with ice.
- Strictly abide by all state liquor regulations, particularly in regard to intoxicated persons and minors.
- Track and count liquor inventory for entire bar at the end of each shift.

#### **New Foundations, Inc.**

Foster Care Family Recruiter/Trainer

Philadelphia, PA  
Jun 2016 - Oct 2017

- Recruited foster parents through marketing, advertising, a network of professional partnerships, and community outreach.
- Independently instructed and facilitated 6-hour training classes required for each foster family for groups of 1-30 adults.
- Facilitated the approval of foster homes by completing background checks, contacting personal and professional references, and collecting essential paperwork.
- Interviewed each prospective foster family to gather information and assess qualifications and eligibility.
- Conducted inspections of each home to ensure that agency and state safety regulations are being followed prior to approval.
- Constructed a 'Family Profile' to formally present the information gathered during the interview and approval process to the Philadelphia Department of Human Services.

#### **Girls Inc.**

Program Facilitator

Philadelphia, PA  
Dec 2015 - Jul 2016

- Created lesson plans and facilitated the *Discovery Leadership* and *Futures and Options* programs for groups of 15 to 20, 4<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade girls.
- Created lesson plans and facilitated the *Build IT* program with a co-facilitator for a group of 14 5<sup>th</sup> grade girls.
- Co-facilitated the *Rally for Reading* literacy program and independently designed level-specific lesson plans for the "Close Reading" segment of *Rally for Reading* for a group of 34 girls ranging from Kindergarten to 3<sup>rd</sup> grade.
- Communicated with over 200 prospective sponsors, partners, and contributors about the importance of literacy and education for annual fundraiser.

#### **Private Family Client**

Part-time Nanny

Williamstown, NJ  
2013 – Nov 2016

- Provided care and supervision for twin toddlers.
- Organized activities that enhanced children's physical, emotional, educational, and social well-being.
- Engaged with children on an individual basis to build positive relationships with them.

#### **Summer Stars Program**

Assistant to Director/Bus Monitor

Princeton, NJ  
2008 - 2010

- Supervised 38 children riding the school bus to and from the program every day.
- Kept attendance for 250 children, handled daily parental concerns, communicated daily operations with other employees, and coordinated with a team of coworkers to plan the program's final celebration.

### Certifications

American Red Cross Adult and Child First Aid/CPR/AED

### Languages

English: Native language

Spanish: Intermediate (reading, writing); Basic (speaking).

### Skills

Proficient in Microsoft Office (Excel, Access, Word, Publisher, PowerPoint) and EM systems.

Strong money handling and cash register skills.