

## Robert Hejnas

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### Objective

I'm very interested in writing and have worked on a few independent films. I'm looking for a job that would help me re-enter the industry. I'm willing to perform any task during any stage of production.

### Experience

July 2006 – Present Brock and Scott PLLC Wilmington, NC

- **Legal Assistant South Carolina Sales Department**
- Responsible for the oversight and completion of reports in multiple lender systems, daily scheduling with courts and newspaper, and general daily tasks.
- Formerly Hearing Department Night Lead for several years which involved working directly with team members answering nightly questions while completing nightly tasks which included reviewing hearing result packages; reviewing returned hearing packages; answering emails; reports; and notarizing various documents.
- Formerly Night Time Operations Manager in which duties included managing up to 40 employees while overseeing production and efficiency.

April 2004 – May 2006 Front Street Brewery Wilmington, NC

- **FOH Manager/Kitchen Manager**
- Directed 25 associates in service operations for full time restaurant/brewery, seating 150 guests and generating approximately 3 million in annual sales.
- Directed 10 associates in kitchen operations for same restaurant. Completed ordering and inventory control, reducing food and dry goods cost by as much as 25%. Also reduced labor costs by taking on more personal responsibility.
- Worked directly with varied forms of provided entertainment and promotions, including weekly bands, radio appearances, and newspaper advertisements.

May 2002 – April 2004 Hollywood East Cinema Grill Wilmington, NC

- **Manager**
- Directed over 20 associates in a fast paced restaurant/movie theater seating over 300 guests with a constant rotation of service. Handled daily revenue and recorded daily sales.
- Responsible for all ordering of produce, dry goods, liquor and wine. Ensured customer satisfaction with a thirty minute time limit on food reaching the table after the start of the film.
- Scheduled and directed many banquets and outside company meetings. Negotiated prices based on number of guests, amount of food, and use of on sight equipment.