

From: noreply@civicplus.com
To: [CityAdmin](#)
Subject: [External] Online Form Submittal: BOARDS & COMMISSIONS Application
Date: Friday, May 6, 2022 3:55:52 PM

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BOARDS & COMMISSIONS Application

BOARDS & COMMISSIONS Application for Appointment

(Section Break)

DATE 5/6/2022

BOARD OR COMMISSION Liquor & Beer Licensing Board

Contact Information

FIRST NAME Carma

LAST NAME Loontjer

HOME ADDRESS 1676 W. Hermosa Dr

CITY Pueblo

STATE CO

ZIP 81007

OFFICE ADDRESS 121 W. City Center Drive, Suite 150

CITY Pueblo

STATE CO

ZIP 81004

DAYTIME PHONE 719 930 8685

E-MAIL ADDRESS carmaloontjer@yahoo.com

ARE YOU CURRENTLY EMPLOYED WITH NO

THE CITY OF
PUEBLO?

OCCUPATION (or if
RETIRED, your
previous occupation)

Education and Special Events Coordinator

Questionnaire

Please complete the following general information.

1. Please list your
areas of
accomplishments that
you feel could assist
the mission of this
Board or Commission.

Until COVID I spent my career in the Restaurant, Bar and Hospitality industry. I have worked in restaurants and bars of various sizes for over 20 years as a Bartender, Bar Manager, Server, Wine Captain, and Manager. I have taken TIPS training or ServSafe Alcohol Training several times, always with the goal of providing a safe, fun environment for guests to celebrate life's accomplishments, or just finishing off a long day at work.

2. Why are you
interested in being
appointed to this Board
or Commission?

I feel like I can bring an operator perspective to the Liquor Board. Currently, I work as the Coordinator for the Southern Colorado Small Business Development Center and my schedule is such that I am in a position to give back to the industry that I worked in for so many years. Also, many restaurants, liquor stores and bars are small businesses, so this position would support the work that I do with the SBDC.

3. What Goals would
you like to see this
Board or Commission
accomplish?

I would like to see the Liquor Board continue to issue Liquor Licenses to those operations who take their responsibility as a purveyor of Alcoholic Beverages very seriously, taking the proper steps to ensure that guests are provided a safe environment to consume/purchase alcoholic products. I would also like to see that those establishments who do not take this responsibility seriously are properly addressed and counseled to improve their operational policies.

4. List any other items
that might be useful in
consideration for your
appointment to this
Board or Commission.

Thank you for your consideration. I believe with my extensive experience that I could be an asset to the Liquor Board and provide a positive, operational perspective to the Board.

(Section Break)

Upload résumé,
references and/or other
pertinent information

[Carma Loontjer Resume 5-6-22.docx](#)

Email not displaying correctly? [View it in your browser.](#)

Carma Loontjer

(719) 930-8685 | carmaloontjer@yahoo.com

EXPERIENCE

EDUCATION AND SPECIAL EVENTS COORDINATOR |

SOUTHERN COLORADO SMALL BUSINESS DEVELOPMENT CENTER | AUGUST 2020 - PRESENT

- Plan and coordinate educational classes and events related to small business and entrepreneurship. Manage social media content and promote SBDC services and classes. Create marketing materials including online newsletter, flyers and social media posts to various outlets. Collect client data and enter into data collection system. Design and facilitate educational classes. Provide exceptional customer service to clients and visitors. Route phone calls and take messages.

CATERING COORDINATOR | PUEBLO COMMUNITY COLLEGE | JUNE 2018- AUGUST 2020

- Manage a team of 4-20 employees to execute events for 20-350 guests. On Campus events, weddings, fundraisers, seminars, and corporate events. Order and staff Catering Bars. Maintain inventory of alcoholic supplies, catering supplies and equipment. Train and coach team members. Ensure all details of events are met and exceeded.

INSTRUCTOR | PUEBLO COMMUNITY COLLEGE | AUGUST 2017- MAY 2018

- Teach college level hospitality and events planning classes. Utilize online platform Desire2Learn to facilitate learning, online grading and attendance. Make personal connections with students to inspire and encourage them to pursue their education.

MANAGER (BAR, KITCHEN, SERVICE) | OLD CHICAGO PUEBLO | FEBRUARY 2015- AUGUST 2017

- Hired, oversaw training and trained Restaurant staff of 70, servers, hosts, cooks, dish, and bartenders
- Promoted highest level of communication via email, Facebook groups, and online scheduling platform to ensure staff had the most information regarding operation as possible.
- As Service Manager- Achieved 90% Service Quality Rating on Guest Survey Report
- As Bar Manager – Ordered and maintained inventory of 36 Draft taps and 70 bottled beer selection as well as full liquor bar and wine inventory.
- As Kitchen Manager – Ensured highest quality of food safety, quality and cleanliness. Achieved 90% Food Quality Rating on Guest Survey Report. Ordered and maintained food product inventory. Maintain equipment and supplies inventory.

F & B MANAGER | WILDERNESS RIDGE LODGE AND GOLF | AUGUST 2013- NOVEMBER 2014

- Hired, oversaw training and trained Front of House staff of 30, servers, hosts, and bartenders. I developed the hiring procedure for hiring team members: initial interview to training program.
- Managed team of 3 assistants to successfully accomplish goals set by Property Manager and Myself.
- Order and maintain inventory of 300 varieties of wine, 25 beers and full bar of high end liquors. Train staff on the same.

EDUCATION

| BACHELOR OF ARTS | UNIVERSITY OF NEBRASKA LINCOLN

Professional Accomplishments

CERTIFIED BUSINESS CONSULTANT - COLORADO SMALL BUSINESS DEVELOPMENT CENTERS

GRADUATE - PRESIDENT'S LEADERSHIP CLASS - PUEBLO COMMUNITY COLLEGE

CERTIFIED CICCERONE - SERVER

References

JOHN JAKEMAN - FACULTY - PUEBLO COMMUNITY COLLEGE (719) 568-0275

JOHN.JAKEMAN@PUEBLOCC.EDU

BRIAN ESTRADA - EXECUTIVE DIRECTOR - SBDC - (650) 740-7589 BRIAN.ESTRADA@PUEBLOCC.EDU

MO MONTGOMERY - DIRECTOR CULINARY ARTS - PUEBLO COMMUNITY COLLEGE (719) 549-3071

MO.MONTGOMERY@PUEBLOCC.EDU

MARK MADIC - MANAGER - SCIL - (719) 369-9654 MARK.MADIC@PUEBLOCC.EDU

JESSICA TRUJILLO - FORMER CO-WORKER - (719) 250-6206 JESSICATRUJILLO12@GMAIL.COM