



# AMELIA MOORE

Banquet Houseman

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## PROFESSIONAL SUMMARY

With 2 years of dedicated experience as a Banquet Houseman, I excel in setting up and breaking down event spaces while ensuring exceptional cleanliness and service standards. My strong attention to detail and commitment to guest satisfaction contribute to seamless event operations, fostering a positive atmosphere for guests and team members alike.

## WORK EXPERIENCE

### Banquet Houseman

Apr / 2024-Ongoing

WidgetWorks Inc.

Denver, CO

1. Manually set up and break down all meeting rooms and food functions according to hotel quality standards.
2. Maintained high cleanliness standards by vacuuming, dusting, and performing minor touch-ups.
3. Received and distributed freight and meeting supplies as directed by clients.
4. Provided attentive service during banquet functions including breakfasts, lunches, and receptions.
5. Communicated effectively with managers and supervisors to ensure smooth event operations.
6. Regularly refreshed function rooms and maintained cleanliness in pre-function areas.
7. Assisted in the training of new staff to uphold service standards.

### Banquet Houseman

Apr / 2023-Apr / 2024

Cactus Creek Solutions

Phoenix, AZ

1. Greeted guests warmly, ensuring a professional and welcoming atmosphere.
2. Set up and dismantled equipment for banquets, catering events, and dining areas efficiently.
3. Disposed of waste after meals to maintain cleanliness and hygiene.
4. Cleaned food preparation areas and utensils to ensure compliance with health standards.
5. Monitored inventory levels of supplies and reported needs to management.
6. Collaborated with kitchen staff to ensure timely service during events.

## EDUCATION

### Associate of Applied Science in Hospitality Management

Apr / 2022 Apr / 2023

Culinary Institute of America

Denver, CO

Focused on event planning, food service management, and guest relations.

## SKILLS

### Event Setup Proficiency



### Setup Planning



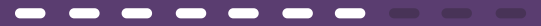
### Supply Organization



### Quality Control



### Service Standards



### Technical Skills



## INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

## STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

## LANGUAGES



English



French



Japanese

## ACHIEVEMENTS

Successfully set up and broke down over 100 events, ensuring adherence to client specifications and hotel standards.

Consistently received positive feedback from guests, contributing to a 15% increase in overall guest satisfaction scores.