

# ROBERT SMITH

## Host/Catering Assistant

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

My career objective is to work in a professional setting where I can utilize my skills, education, and experience as a medical biller, secretary, retail, and cashier.

## EXPERIENCE

### Host/Catering Assistant

#### ABC Corporation - JUNE 2006 - APRIL 2007

- Examine trays to ensure that they contain required items.
- Place food servings on plates or trays according to orders or instructions.
- Monitor food distribution, ensuring that meals are delivered to the correct recipients and that guidelines, such as those for special diets, are followed.
- Load trays with accessories such as eating utensils, napkins, or condiments.
- Clean or sterilize dishes, kitchen utensils, equipment, or facilities.
- Monitor food preparation or serving techniques to ensure that proper procedures are followed.
- Take food orders and relay orders to kitchens or serving counters so they can be filled.

### Catering Assistant

#### ABC Corporation - 2005 - 2006

- Transports all materials to and from the event area, following all health and safety qualifications for food and serving ware. Sets up, decorates, and prepares serving and dining areas according to specific directions and layout plans established by the catering manager
- Cleans, washes, peels, and cuts fruits, vegetables, and other food for optimal presentation
- Prepares food in an attractive and appetizing way according to the caterers directions and serves the food with appositve and courteous demeanor
- Addresses immediate customer concerns, questions and needs in order to provide an optimal experience
- Breaks down serving and dining areas
- Cleans and sanitizes all equipment, utensils, dining ware, linens, serving ware, and work areas
- Restocks clean equipment, utensils, and equipment to proper storage areas noting any damages and items to be replaced.

## EDUCATION

- certified in billing and coding specialist - 2015(Southern Careers Institute-Harlingen - Harlingen, TX)

## SKILLS

8 plus years of customer service retail sales experience including responsible key holder, trainer and supervisor.