

Cocktail Waitress/Cashier

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Highly qualified individual with numerous years of customer service experience and a diverse set of qualifications. Through previous employment, I have learned to manage telephone calls and intricate computer tasks. I am proficient in Microsoft Office, and possess the ability to type 47 wpm, as well as being knowledgeable in booking and maintaining appointments.

Skills

Cashier, Communication, Customer service, Server.

Work Experience

Cocktail Waitress/Cashier

ABC Corporation - November 2014 - January 2015

- Prepare the Work Environment making sure all glasses are cleaned and all drink mixes are in stock.
- Work with other staff to ensure that everything is ready before customers begin to place their orders.
- Greet Guests either as they arrive or as they take their place at the table, depending on the event taking place.
- Provide menus and any information on specials.
- Take initial orders in case customers want hors doeuvres or they already know what they want.
- Provide Drink Recommendations, not all customers are sure of what exact cocktail they want.
- Based on a description of their desires, I would be able to judge their tastes and provide recommendations on what they might enjoy.

Cocktail Waitress

ABC Corporation - 2011 - 2014

- Escort customers to their tables.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Check patrons identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Take orders from patrons for food or beverages.
- Prepare checks that itemize and total meal costs and sales taxes.
- Collect payments from customers.
- Check with customers to ensure that they are enjoying their meals and or beverages and take action to correct any problems..

Education

Diploma - (Toutle Lake High School - Toutle, WA)