OLIVIA SMITH

Counter Attendant

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PROFESSIONAL SUMMARY

Enthusiastic and dedicated Counter Attendant with 7 years of experience in delivering exceptional service in fast-paced environments. Adept at managing transactions, efficiently handling customer inquiries, and maintaining high standards of cleanliness and safety. Committed to enhancing customer satisfaction and fostering loyalty through positive interactions and attention to detail.

WORK EXPERIENCE

Counter attendant

Blue Sky Innovations

Thicago, IL

- 1. Consistently delivered friendly and professional service, enhancing the customer experience.
- 2. Promoted daily specials and beverage items, contributing to increased sales.
- 3. Adhered to safety and sanitation protocols in food and beverage handling, ensuring compliance with health standards.
- 4. Displayed comprehensive knowledge of menu items, assisting customers with informed choices.
- 5. Supported team members by performing various restaurant duties, including handling phone inquiries and processing payments.
- 6. Set up dining areas according to event specifications, maintaining high service standards.
- 7. Conducted routine cleaning of work areas, ensuring a safe and sanitary environment.

Counter Attendant m Jan / 2018-Jan / 2021

Crescent Moon Design

₮ Portland, OR

- 1. Provided attentive customer service, representing Paradise Ice Cream with professionalism.
- 2. Managed shipment orders, ensuring all ice cream products were fresh and properly stocked.
- 3. Exhibited professionalism while mastering customer service techniques and food safety practices.
- 4. Accurately took customer orders, issuing tickets for efficient service tracking.
- 5. Utilized cash registers for billing and handled cash transactions with precision.

EDUCATION

Associate of Science in Hospitality Management

Studied principles of hospitality, customer service, and food safety.

m Jan / 2015-Jan / 2018

City College

F Santa Monica, CA

SKILLS



ACHIEVEMENTS

Achieved a 95% customer satisfaction rating through friendly and efficient service.

Successfully processed over 200 transactions daily while maintaining accuracy.