

Head Waitress/Chef

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

Enthusiastic to begin a career in the field of phlebotomy. I look forward to expanding upon my knowledge of the medical field and becoming an asset to a team.

Skills

Microsoft, cashier, manager, event planing, communication, student ambassador, statistical methods.

Work Experience

Head Waitress/Chef

ABC Corporation - October 2003 - May 2006

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Write patrons food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Prepare checks that itemize and total meal costs and sales taxes.
- Take orders from patrons for food or beverages.
- Check patrons identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.

Head Waitress

ABC Corporation - 1999 - 2003

- Server/Head Wait- greet customers, explain our special and answer any questions concerning menu items, take orders, deliver the order to the table and check to see if they need anything else.
- Bring check to table process payment for customer.
- Promoted to Head Wait- oversee all servers.
- Greet customers upon arrival into restaurant and seat them.
- Make sure customers are divided equally among all servers.
- Answer any questions the customers might have.
- Thank them for dining with us and invite them back..

Education

Diploma - (ALVIN HIGH SCHOOL - Alvin, TX)