

Robert Smith

Event Hostess

PERSONAL STATEMENT

Motivated and dedicated individual with experience serving customers in a fast pace environment. Extremely detail oriented, accurate and thorough. Able to juggle multiple priorities and meet tight deadlines without compromising qualities.

WORK EXPERIENCE

Event Hostess

ABC Corporation - April 2016 - Present

Responsibilities:

- Charged with keeping an immaculate shop and maintaining a clean, hygienic, and hazard free eating experience.
- Cared for immediate needs such as filling drinks and light housekeeping.
- Informed customers of their wait time and entered their names in the computer system.
- Maintained a professional tone of voice and words at all times, including during peak rush hours.
- Ensured the number of menus was sufficient to cater to the number of guests.
- Greeted guests and patrons personally, answered the phone, logged reservations and take-out orders.
- Provided assistance to servers in the delivery of orders to the guests. Develop schedules and routines to ensure that children have enough physical activities.

Associate Trainer

ABC Corporation - August 2013 - April 2015

Responsibilities:

- Trained others to work the dining room, cash registers, and the bakery.
- After you have mastered those skills you have the opportunity to learn the food line, prep, barista, and dish.
- I was a master at every station so I became in charge of training all new employees and or employees learning a new skill.
- Work with an open table on the computers, organize the reservations for the day and upcoming days.
- Answer phones all day for questions on companys policies, to take down reservations and the customers different requests for their reservation.
- Direct them to our private dining coordinator, or to my managers for any questions or concerns I do not have the authority to answer.
- Plan the seating arrangements every day to the liking and wants of every different individual.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Cash Handling,
Customer Service,
Communication ,
Problem Solving,
Leadership, Computer ,
Time Management,
Honest, Hard Working,
Team Player.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor Of Science in English Education - (West Chester University - West Chester, PA)