



AMELIA MOORE

Host/Kitchen Assistant

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www.qwikresume.com

PROFESSIONAL SUMMARY

Enthusiastic Host and Kitchen Assistant with a passion for delivering exceptional service. Successfully coordinated dining room flow and assisted in food preparation, leading to a 10% boost in repeat customer visits.

WORK EXPERIENCE

Host/Kitchen Assistant
Pineapple Enterprises
May / 2024-Ongoing
Santa Monica, CA

- 1. Worked alongside the head chef prepping, preparing, and plating food.
- 2. Retrieved any utensils, food, or cooking equipment that the head chef needed.
- 3. Placed clean dishes, utensils, or cooking equipment in storage areas.
- 4. Transferred supplies or equipment between storage and work areas by hand.
- 5. Sorted and removed trash, placing it in its designated pick-up area.
- 6. Coordinated with kitchen staff to streamline service, improving order accuracy by 25%.
- 7. Maintained cleanliness and organization of kitchen and dining areas, exceeding health inspections.

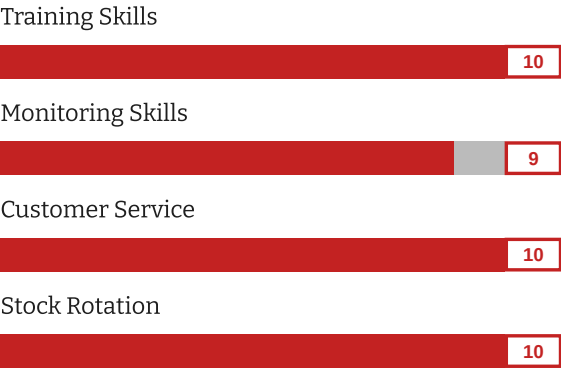
Kitchen Assistant
Lakeside Apparel Co
May / 2023-May / 2024
Chicago, IL

- 1. Provide guests with menus.
- 2. Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate number of seatings.
- 3. Speak with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- 4. Answer telephone calls and respond to inquiries or transfer calls.
- 5. Maintain contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed.
- 6. Trained new staff on hosting duties, enhancing team performance and service quality.
- 7. Developed and implemented a reservation system, increasing table turnover by 15%.

EDUCATION

Associate of Applied Science in Culinary Arts
Culinary Institute of America
May / 2022-May / 2023
Phoenix, AZ
Focused on culinary techniques, food safety, and kitchen management.

SKILLS



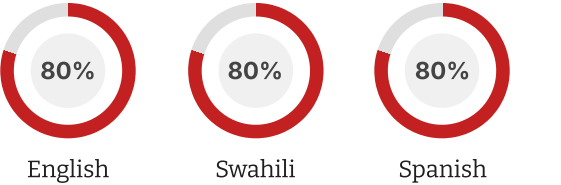
INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Streamlined kitchen operations, reducing prep time by 20%.
- Assisted in menu planning, contributing to a 10% increase in customer satisfaction.
- Implemented a waste reduction strategy that cut food waste by 15%.