ROBERT SMITH

Asst. Line Attendant

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Secure a challenging Line Attendant position in which able to develop and advance through own merits.

NOVEMBER 2013 – 2020

ASST. LINE ATTENDANT - GOLDEN CORRAL

- Answers multiple phone lines and assist customers with questions and concerns in relation to operating hours, reservations, product inquiries, and payment information; transfer calls as necessary.
- Processes credit cards, checks and cash for payment, verify amounts, and process in accordance to company procedures.
- Balances currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions.
- Sorts and distributes incoming and outgoing mail.
- Stocks supplies and arrange seasonal lobby displays.
- Ensures lobby is clean and organized at all times.
- Provides exceptional customer service to restaurant customers by offering assistance and tending to customer needs and concerns.

2008 – 2013

LINE ATTENDANT - DELTA CORPORATION

- Inspect product and packaging Comply with safety standards and quality control Provide support to operators Maintain process control points Maintain .
- Greet customers, provide drinks, ring up buffet, provide change, keep front of house clean and customer friendly.
- Skills Used Basic Math.
- Offered guests excellent and friendly beverage service, operated register efficiently, and ensured supplies were always well stocked and cleaned .
- Electronic cashier, customer service, and cleaned.
- Work ethnic Skills Used Teamwork and communication.
- Location Beaver Dam Salary $10.50 Job Responsibility Palletize boxes, trouble shoot problems with machine, and set up machine for different .

EDUCATION

Diploma - (New Futures High School - Albuquerque, NM)

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SKILLS

Management, Organizing.