

# Robert Smith

## Runner/Dishwasher

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Proven ability to utilize inspiring leadership, personal drive, creative vision, and analytical skill to yield successful delivery of both team and individual goals, actively contributing to organizational growth.

### **SKILLS**

Customer Service,  
Stocking, Inventory,  
Logistics, Microsoft/excel  
expreience.

### **WORK EXPERIENCE**

#### ***Runner/Dishwasher***

**ABC Corporation - May 2008 - July 2009**

##### *Responsibilities:*

- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Stock service areas with supplies such as food, tableware, and linens.
- Clean tables or counters after patrons have finished dining.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Runner***

**ABC Corporation - February 2007 - April 2008**

##### *Responsibilities:*

- Cheddars Casual Cafe - 10601 Westpark Dr Houston, TX 77042 Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Stock service areas with supplies such as food, tableware, and linens.
- Clean tables or counters after patrons have finished dining.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash.

### **REFERENCES**

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

### **Education**

Diploma - (Kempner High School - Sugar Land, TX)