



JAMES CLARK

Server Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

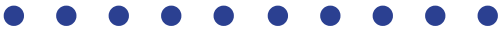
Table Setup



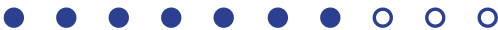
Order Management



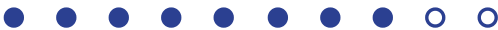
Team Collaboration



Food Safety Practices



Time Management



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Swahili



Indonesian

🌟 ACHIEVEMENTS

🌟 Improved table turnover rate by 20% through efficient service.

🌟 Received 'Employee of the Month' award for outstanding guest service.

👤 PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented Server Assistant with 5 years of experience in providing exceptional support to dining staff. Committed to enhancing guest experiences through efficient service and teamwork.

💻 WORK EXPERIENCE

Server Assistant/Food Runner

📅 Jan / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Assisted servers by cleaning and resetting tables, ensuring a welcoming environment for guests.
2. Maintained server stations stocked with ice, cups, and condiments to enhance service efficiency.
3. Conducted regular cleaning of dining areas and restrooms to uphold hygiene standards.
4. Facilitated a positive dining experience by promptly addressing guest needs and concerns.
5. Developed and implemented a training program for new employees, improving onboarding efficiency.
6. Collaborated with team members to foster a supportive and productive work atmosphere.
7. Engaged in regular meetings with management to identify and address service improvement opportunities.

Server Assistant

📅 Jan / 2020-Jan / 2022

Cactus Creek Solutions

📍 Phoenix, AZ

1. Ensured tables were cleaned and set promptly for incoming guests.
2. Arranged tables with appropriate glassware and silverware for optimal presentation.
3. Provided assistance to servers during peak hours to maintain service flow.
4. Pre-bussed tables as guests finished their meals to prepare for the next seating.
5. Stocked glasses, ice, and other essential items to support service operations.

🎓 EDUCATION

Associate of Arts in Hospitality

📅 Jan / 2018-Jan / 2020

Culinary Institute of America

📍 Denver, CO

Focused on food service management and customer relations.