

Robert Smith

Food and Beverage Server/Supervisor

PERSONAL STATEMENT

Highly organized and detail oriented with several years of administrative assistant experience. Able to maintain a positive attitude while interacting with demanding clients. Focused on customer service, properly greeting each client/guest. Responding quickly to all inquiries and answering phone calls with a professional and friendly attitude. Maintain positive moral and work ethic. Very reliable, dependable, honest and hardworking.

WORK EXPERIENCE

Food and Beverage Server/Supervisor

ABC Corporation - April 2012 - December 2012

Responsibilities:

- Provide prompt quality service to all patrons of the restaurant.
- Focusing on customer service and paying attention to detail to ensure accuracy of all orders.
- Maintain a clean and friendly environment. Work as a team player.
- Multi-task to decrease customer wait time.
- Responsible for cashing out all customer tickets both dine-in and take-out.
- Work in accordance with gila county health department requirements and guidelines ensuring food handling safety.
- Complete daily side work duties both before and after each shift.

Food and Beverage Server

ABC Corporation - November 2008 - August 2010

Responsibilities:

- B5550 Provide prompt quality service to all patrons of the Casino.
- Focusing on customer service and paying attention to detail to ensure accuracy of all orders.
- Maintain a clean and friendly environment.
- Work as a team player.
- Multi-task to decrease customer wait time.
- Responsible for cashing out all customer tickets both dine-in and take-out.
- Work in accordance with gila county health department requirements and guidelines ensuring food handling safety.

Education

Certificate - (Arizona School of Massage Therapy - Tempe AZ)

CONTACT DETAILS

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

SKILLS

Bilingual, Strong Work Ethic.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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