

# Robert Smith

## Food and Beverage Server/Supervisor

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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### 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:*

- 85550 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)

### 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)