

# ROBERT SMITH

## Bartender/Hostess

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Hardworking, motivated and deadline driven Bartender/Hostess with 4+ years' experience in a fast paced environment, seeking a job with an opportunity for challenges and growth. Bringing satisfaction to management and the team by producing both exceptional customer service and a positive atmosphere through teamwork and flexibility. Seeking a position where I am able to utilize all of my knowledge and experience.

### CORE COMPETENCIES

Microsoft Word, Excel, Adobe Photoshop, POS System, Customer Service, Communications

### PROFESSIONAL EXPERIENCE

#### Bartender/Hostess

**ABC Corporation - August 2011 – August 2015**

##### Key Deliverables:

- Opened the door for the people entering and leaving the restaurant.
- Escorted the patrons to the seat and explained the meal and what would be our specials and also suggested an item on the menu.
- Provided assistance and helped the servers if they seem too overwhelmed and see if they needed help.
- Helped the managers with inventory by entering data in Excel spreadsheet on what food items we needed and what food items we didnt need.
- Ensured that requirements for all guests were met including small children, disabled or food-allergic guests.
- Spoke with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Answered and assisted customer phone calls with placing orders in an informative and helpful fashion.

#### Part Time Host

**ABC Corporation - January 2008 – June 2008**

##### Key Deliverables:

- Understood and performed job duties to the expectations. Greeted each guest promptly, courteously, and graciously with a smile.
- Recognized regular guests and greet them by name. Set up the host stand, reviewed reservations, and inspected the cleanliness of the dining room.
- Spoke clearly and persuasively in positive or negative situations and responding well to questions.
- Developed a complete working knowledge of the menus. Assisted in other F&B departments as needed.
- Delivered exceptional service consistently and anticipate guests' needs.

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- Operated ethically to protect the image of the company.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

### EDUCATION

- Associate in Office Administration - February 2017(Fayetteville Technical Community College - Fayetteville, NC)Associate in General Education - December 2013(Fayetteville Technical Community College - Fayetteville, NC)Certificate Of Completion in Cosmetology - February 2014(Paul Mitchell The School Fayetteville - Fayetteville, NC)