

# Robert Smith

## Junior Host

### PERSONAL STATEMENT

Results-driven, dedicated Junior Host, seeking an entry-level position. Loves to work with customers pleasing customers make the day better. To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

### WORK EXPERIENCE

#### Junior Host

**ABC Corporation - November 2015 - February 2016**

##### Responsibilities:

- Assisted with scheduling and planning for private parties and holiday events.
- Promoted a high level of service standards through attention to guests needs and complete restaurant knowledge.
- Greeted customers in a timely fashion while quickly determining their needs.
- Responded to customer questions and requests in a prompt and efficient manner.
- Maintained good communication and interaction with guests and sought feedback or complaints and respond accordingly.
- Developed a rapport with customers and generate business through a friendly welcoming attitude.
- Answered inquiries about exhibitions, programs, amenities, membership, and related matters.

#### Host

**ABC Corporation - April 2013 - July 2014**

##### Responsibilities:

- Greeted customers in the restaurant or drive-thru, took and rang up orders, handled payment and thanked customers.
- Performed serving, cleaning, and stocking duties in establishments portioned and wrapped food.
- Coordinated with other servers/bartenders to achieve highest customer satisfaction.
- Explained the dining process to first-time customers, also making sure to demonstrate the card flip for Gauchos.
- Spoke with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation.
- Answered telephone calls and responded to inquiries or transferred calls.
- 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.

### CONTACT DETAILS

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

### SKILLS

Excellent Customer Service, Very Organized, Technology Literate, Excellent Phone Etiquette, Great Cash Handler, Persuasive, Convincing

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

## Education

Certificate in Cna - 2012(International Health Group - San Diego, CA)  
Diploma - (Otay Ranch High School - Chula Vista, CA)  
High School Or Equivalent - 2008(Oglethorpe County High School - Lexington, GA)