

Robert Smith

Hostess/Server Assistant

CONTACT DETAILS

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PERSONAL STATEMENT

Highly enthusiastic Hostess/Server Assistant with less than a year customer interface experience. Solid team player with an upbeat, positive attitude. To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and helps me to achieve the organizational goal.

WORK EXPERIENCE

Hostess/Server Assistant

ABC Corporation - October 2015 - January 2016

Responsibilities:

- Responsible for the complete set-up, stocking, and service of the host/hostess station and entrance.
- Maintained a neat, clean, organized, safe and comfortable environment for our guests.
- Maintained and strictly abides by sanitation/health regulations.
- Adhered to appearance and uniform standards.
- Adhered to all restaurant standards, policies and procedures.
- Walked guests to table advising the guests of the server's name and daily specials
- Provided accurate wait times to guests and recommended wait options.

Host/Hostess

ABC Corporation - February 2015 - June 2015

Responsibilities:

- Greeted and seated guests, presenting the restaurants menu and sharing Chefs daily features.
- Attended to guest phone calls, answered questions related to reservations and/or restaurant offerings, and facilitated the reservation process.
- Maintained the waitlist by obtaining guest information and providing accurate quote times for seating.
- Cleaned, organized, and maintained menus, host stand, restrooms, foyer, windows, etc.
- Managed the floor and reservations on the companys computer-based system and observed the status of each tables progression through service.
- Maintained guest waiting list and adhere to proper seating order procedures.
- 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

High School Or Equivalent - 2013(Maple Grove Senior High - Maple Grove, MN)Business, Marketing, And Communications - (Hopkinsville Community College - Hopkinsville, KY)High School Diploma -

SKILLS

Communication,
Motivated, Task
Oriented, Technology,
Customer Service,
Microsoft Office
Applications, Persuasion,
Money Handling, Cash
Register

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

2010(Castleberry High School - Fort Worth, TX)