

## Host/Hostess

# ROBERT SMITH

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## Objective

Motivated, fast-paced Host/Hostess bringing enthusiasm, dedication, and an exceptional work ethic. Trained in customer service and looking forward to providing excellent service in the hospitality industry. High energy and outgoing with a commitment to loyalty, hard work, and positive guest relations. Seeking to use my quick thinking, interpersonal communication skills, negotiation skills, and business savvy mind in a Marketing and or Advertising position for a fast-paced and professional business.

## Skills

Communications, Training, Teamwork, Customer Service, Microsoft Office

## Work Experience

### Host/Hostess

**ABC Corporation** - August 2011 – May 2012

- Chosen as a host to partake in special treatment of the staff and greeting of guests before meals.
- Greeted customers personally and via phone set up dining rooms and made reservation arrangements.
- Monitored dining areas and customer flow to maximize table usage and minimize customer wait times taking phone orders and reservations.
- Created a warm atmosphere and gratifying experience to encourage returning of guests.
- Cleaned and organized eating, service, and kitchen areas and responsible for the design and preparation of all menu items.
- Executed daily production lists and goals, greeted each customer with friendly eye contact.
- Inspected restrooms for cleanliness and availability of supplies and cleaned restrooms when necessary.

### Host

**ABC Corporation** - September 2010 – March 2011

- Greeted guests in a warm, friendly, smiling manner that welcomed them into the restaurant and set the stage for a positive experience.
- Engaged in friendly conversation, suggested new menu items, processed payments, made correct change and helped with the beverage orders for guests.
- Completed side works, cleaned and assisted other team members as needed.
- Examined and maintained the entrance area, doors, windows in addition to menu covers and inserts.
- Ensured the number of menus is sufficient to cater to the number of guests.
- Inspected dining and serving areas to ensure cleanliness and proper setup.
- 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

Bachelor Of Science in Marketing - 2014(Frostburg State University - Frostburg, MD)High School  
Diploma in Fixation On Marketing - 2010(Westminster High School - Westminster, MD)High  
School Or Equivalent in General Ed - 2004(Southern California Independent Educational Studies -  
Lancaster, CA)