

ROBERT SMITH

Server / Host

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Server / Host with 4 plus years of experience possessing strong interpersonal communication skills with the ability to interact with individuals of diverse ethnicities, educational and cultural backgrounds. Strong problem-solving skills with the ability to motivate peers to accomplish tasks in a timely manner. To secure a position with a company that allows me to utilize my excellent customer service and leadership skills and offers an opportunity for advancement.

EXPERIENCE

Server / Host

ABC Corporation - JANUARY 2015 - JANUARY 2019

- Responsible for presenting a loving family environment to our guests as soon as they walk in the door.
- Keeping a well-organized floor plan and seating chart throughout the shifts.
- Maintained cleanliness of work areas throughout the day, practicing clean-as-you-go procedures.
- Monitored dining rooms for seating availability, service, safety, and well being of guests.
- Followed all company and safety and security policies and procedures, reported accidents, injuries, and unsafe work conditions to manager, and completed safety training and certifications.
- Welcomed and acknowledged all guests according to company standards.
- Spoke with guests using clear and professional language, and answer telephones using appropriate etiquette.

Hostess

ABC Corporation - JULY 2014 - JANUARY 2015

- Greeted incoming and departing guests warmly with a genuine smile and eye contact.
- Used visual cues to seat guests in either the bar or dining area depending on their preference.
- Informed guest of current promotions and who will be serving them to ensure a smooth handoff to the service staff.
- Promptly answered incoming calls to the restaurant and provided appropriate service.
- Managed the flow of guests into the dining and bar areas, provided accurate wait times to incoming guests.
- Tend to special guest needs and requests. Followed all relevant brand standards to deliver service style.
- 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's - 2012 (Palm Beach State College - Lake Worth, FL)High School Or Equivalent in General Ed - 2004(Southern California Independent Educational Studies - Lancaster, CA)



SKILLS

Microsoft Office Suite, Leadership , Attention To Detail, Customer Service, Data Entry, Computer