**Michelle** **Gia** **Belit**

878 Westfield Avenue

Elizabeth, NJ 07208  
917-837-1049  
Michelle51891@gmail.com

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| **Skills:** | Microsoft Office Proficient, Power Point, Database Management, Hilton Garden Inn Accomplishment Award |
| **Work Experience:** |  |
|  | |  |  | | --- | --- | | **Dove Diner** 3281 Richmond Ave Staten Island, NY    United States | **06/2013 - 02/2014** **Salary:**5.00  USD Per Hour **Hours per week:** 24 | | **Server** | | | -Particularly effective in providing excellence in hospitality services -Excellent capability of anticipating guests’ needs and fulfilling them appropriately -Working knowledge of the food service industry -Exceptional attention to detail -Ability to be patient under stressful circumstances -Ability to maintain pleasant demeanor all times -Understanding of handling financial transactions -Able to multitask effectively | | |
|  | |  |  | | --- | --- | | **Jembro** Staten Island, NY    United States | **10/2012 - 12/2012** **Salary:**7.75  USD Per Hour **Hours per week:** 16 | | **Retail Sale/Stock** | | | -Greet customers and ascertain what each customer wants or needs. -Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits. -Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices. -Maintain records sales records, compute sales prices, total purchases and receive and process cash or credit payment -Watch for and recognize security risks and thefts, and risk management analysis. -Recommend, select, and help locate or obtain merchandise based on customer needs and desires. -Describe merchandise and explain use, operation, and care of merchandise to customers and train new employees in operations management. -Arrange and display merchandise to promote sales. -Prepare sales slips or sales contracts. -Demonstrate use or operation of merchandise. | | |
|  | |  |  | | --- | --- | | **Bella Mama Rose** 266 Morningstar Road Staten Island, NY    United States | **08/2012 - 10/2012** **Salary:**80.00  USD Piece Work **Hours per week:** 4 | | **Server/Caterer** | | | **Supervisor**: John (718-981-0545) **Okay to contact this Supervisor:**Yes | | | -Ensuring exemplary guest service during events and through all forms of banquet service, including: buffets, plated, carving stations, bartending, running food, replenishing product and supplies in accordance with event standards. -Ensuring that events are properly equipped and executed by pulling, transporting, setting up and breaking down, and returning equipment to designated storage's in accordance to event standards and the BEO instructions. -Performing side work helping to provide a clean and safe work environment in all catering areas. -Cleaning, organizing, and restocking product/equipment returning from catering events. -Understanding and actively participating in Environmental, Health & Safety responsibilities by following established New York State and Bella Mama restaurant policies, procedures, training and Team Member involvement activities. -Performing other duties as assigned. | | |
|  | |  |  | | --- | --- | | **Henny's Steakhouse** 2187 Richmond Ave Staten Island, NY   10310 United States | **06/2012 - 09/2012** **Salary:**2.85  USD Per Hour **Hours per week:** 16 | | **Server** | | | **Supervisor**: George (718-761-8379) **Okay to contact this Supervisor:**Yes | | | -Particularly effective in providing excellence in hospitality services -Excellent capability of anticipating guests’ needs and fulfilling them appropriately -Working knowledge of the food service industry -Exceptional attention to detail -Ability to be patient under stressful circumstances -Ability to maintain pleasant demeanor all times -Understanding of handling financial transactions -Able to multitask effectively | | |
|  | |  |  | | --- | --- | | **Hilton Garden Inn** 1100 Lois Lane Staten Island, NY   10303 United States | **10/2009 - 06/2012** **Salary:**5.00  USD Per Hour **Hours per week:** 40 | | **Server/Busser** | | | **Supervisor**: Richard Nicotra (718-477-2400) **Okay to contact this Supervisor:**Yes | | | -Particularly effective in providing excellence in hospitality services -Excellent capability of anticipating guests’ needs and fulfilling them appropriately -Working knowledge of the food service industry -Exceptional attention to detail -Ability to be patient under stressful circumstances -Ability to maintain pleasant demeanor all times -Understanding of handling financial transactions -Able to multitask effectively -Exceptional communication skills -Proficient in maintaining a clean and sanitized work place.  **Elizabeth Board of Education**  **Robert Morris School #18**  **860 Cross Avenue**  **Elizabeth, NJ 07208**  March 2014- March 2015  Principal: Oscar Crespo Jr.  Okay to contact the principal?Yes  Teachers assistant/Substitute  CDA(Child Development assocciate)  Donald Stewart 51  544 Pennsylvania Avenue  April 20 2014 to present  Principal Jocelyn Rodriguez  okay to contact the principal: Yes  Appointed CDA | | |
| **Education:** | **The College of Staten Island** Staten Island, NY  United States Bachelor's Degree 01/2014 **GPA:**2.5 of a maximum 4.0 **Credits Earned:**120 Semester hours **Major:**Sociology/Anthropology **Minor:**Psychology |
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