

RUTH VUGUZA ODANA

Senior Waitress

 Manama, Bahrain

 +973 37164044

 vuguzaruthodana@gmail.com

HIGHLIGHTS AND QUALIFICATIONS

- Dependable, hardworking, and organized
- Proactive and detail-oriented
- Computer literate
- Strong customer service skills

CAREER SUMMARY

To obtain a progressive position where I can expand my knowledge and skills, exercise responsibility and creativity, and achieve organizational goals efficiently while developing my career.

PROFESSIONAL EXPERIENCE

SENIOR WAITRESS

2021 – PRESENT

Swiss-Belsuites Admiral Juffair, Bahrain

- Taking orders and serving guests
- Welcoming and guiding guests
- Clearing and arranging tables
- Up-selling and enhancing guest experience

SENIOR WAITRESS (BAR)

OCT 2017 – 2021

Wyndham Garden, Manama, Bahrain

- Table setup and service preparation
- Welcoming guests and menu presentation
- Serving food and beverages

RECEPTIONIST

Securicor Company, German Embassy, Bahrain

AUG 2014 – OCT 2016

- Directing and assisting visitors
- Managing communication between customers and embassy staff
- Ensuring security and smooth reception operations

REFERENCES

Available upon request

EDUCATION AND TRAINING

DIPLOMA IN COMMUNITY DEVELOPMENT AND COUNSELING

2009 – 2011

Mombasa Polytechnic University College, Kenya.

KENYA CERTIFICATE OF SECONDARY EDUCATION

2004 – 2007

Butula Girls High School, Kenya

SKILLS (Digital, Communication and Organizational)

- Proficient in Microsoft office (word, excel, PowerPoint)
- Email and internet navigation
- Basic computer applications
- Excellent customer service and interpersonal skills
- Strong attention to detail and organizational ability
- Able to work under pressure in fast-paced environments