

MELINDA MARINO

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EDUCATION

MAY 2016

DIPLOMA, FRENSHIP HIGH SCHOOL

AUGUST 2019 - SEPTEMBER 2020

CERTIFICATE, LUBBOCK CODING ACADEMY

EXPERIENCE

04/06/18 – 09/08/18

HOSTESS/ BUSSER, /SUSAKI SUSHI STEAKHOUSE

I greeted people, and I would take people to their seats and sometimes get their drinks and refills, and assign the waiters their tables and write down the ones they had, and would manage the amount of tables they had, not to overwhelm them with a lot of tables at one time. I would clean the tables, booths, hibachi tables, and chairs. Also I would vacuum the floors in the lobby area, clean the windows, polish glasses and wipe down all of the menus. It was important to work quickly because you could have a lot of people walk in at any time, so I'd keep an eye out on the tables and when a party left I would quickly clean and set the tables and then take the next group to their seats.

11/11/17 – 02/11/18

HOSTESS/ BUSSER, HILLCREST GOLF & COUNTRY CLUB

I greeted people, and I would clean and set tables by changing the tablecloths and laying out the silverware, plates, folded napkins, and drinking glasses, and take people to their seats, I assigned the waiters to their tables and wrote down the ones they had, and would manage how many tables a waiter would get to not overwhelm them, making sure they don't have too many they can't handle. I also would polish glasses and silverware and sometimes get people their drinks and refills. I learned how important it was to communicate with the other workers to have everything work smoothly, and having everything prept beforehand made it easier to switch things out, and set tables more quickly.

SKILLS

- I'm good at multitasking.
- I can speak some French. I studied French for 4 years in high school.
- In detail oriented.
- I'm creative and an artist.
- I'm a logic-based thinker.
- I'm a quick learner.
- I can adapt well.
- I'm a good listener.
- I know how to code, full-stack.

