

NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Enthusiastic and highly organized high school graduate seeking an entry-level position in your restaurant. Excited to apply my passionate interest in the hospitality industry toward the success of your establishment, while furthering my education within the field.

Experience

RST Soul Foods Hostess - Company / Location

MONTH YEAR - Present

- Welcomed and seated guests, ensuring they were satisfied with the restaurant ambiance.
- Enquired as to the quality of customer service to ensure continuous improvement.
- Managed customer reservation records with the restaurant management software system, accelerating guests' waiting times.
- Ensured smooth coordination with the kitchen staff to ensure that guests enjoy prompt service and meals.
- Assisted team with all relevant cleaning duties at the end of the night.

Fast Foods Server Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Helped in inventory control and restocking of supplies.
- Communicating with other servers while they were busy to minimize the guest response time, ensuring no long waits or discrepancies.
- Served guests food and beverages, ensuring they received their orders promptly.
- Ensured compassionate and enthusiastic responses to customers, providing a clear understanding of potential allergens or restrictions while offering substitutions.
- Maintained presentation of the establishment to the highest degree of cleanliness.

Project Experience

- Catered to small corporate functions. Primary duties involved welcoming and serving the guests with refreshments.
- Worked with a non-profit charity foundation to feed homeless youth and families. Helped prepare and distribute large batches of food to the homeless.

Education

High School Diploma - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Great communication skills
- Warm, people-pleasing personality
- High degree of communication skills and social intelligence
- Highly organized
- Proficient in restaurant management software/POS like Posist, OpenTable, and SpotOn
- Thrives in a busy, high-stress work environment

Licenses & Accreditations

Licenses & Accreditations

- Food Handler License