**LINDA WALSH**

HOSTESS

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**Address**: 123 Anywhere Street, Any City

**SUMMARY**

Cordial and benevolent Hostess with over 7 years of experience in providing world-class customer service to guests in pubs, bars, clubs and restaurants. Seated guests 30% faster than average and scored 100% on menu knowledge and customer service tests.

**EDUCATION**

WALDRIN UNIVERSITY

Bachelor's Degree in Journalism, June 2014

**SKILLS**

* Attention to Detail
* High Energy
* Multitask
* Management Skills
* Customer Service
* Highly skilled in greeting guests, escorting them to tables, and providing them with the menu and daily specials
* Proven ability to adjust complaints of patrons and guests
* Communication: Able to communicate effectively in English and German
* MS Word and MS Excel
* Effective team-player with a particular focus on achieving employer goals
* Handle money for in restaurant customers and for to-go orders
* Clean tables, wash dishes, seat guests, wait on tables, and other miscellaneous kitchen duties

**EXPERIENCE**

HOSTESS

Legal Sea Foods | June 2014-present

* Welcomed guests to the venue
* Escorted customers to assigned dining or bar areas
* Answered incoming calls and address customers’ queries
* Maintained cash drawer/bank accountability per company policies

HOSTESS

Pei Wei Asian Kitchen | Aug 2011-May 2014

* Welcomied and greeted guests; ensured a seamless flow through the restaurant and arranged dining tables
* Coordinated and communicated with the Chef and managers openly regarding service
* Printed all menus as well as updating and printed shift summary notes
* Helped dining room staff by setting and clearing tables; replenishing water; serving beverages
* Protected establishment and patrons by adhering to sanitation, safety and alcohol control policies