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**SUMMARY**

* Dynamic waitress/barmaid high energy, outgoing hostess with a dedication to positive guest relations desires a position as a server or hostess in a fast-paced restaurant or bar. High volume dining, customer service and cash handling background.Organized, Independent worker with strong time management skills. Detail oriented and able to learn new tasks quickly and effectively.

**HIGHLIGHTS**

* Highly responsible and reliable
* Works well under pressure
* Neat clean and professional appearance
* Comfortable standing for long time periods
* Point of sale (POS) system operation
* Upbeat, outgoing and positive

**EXPERIENCE**

**KLOUNGE:Bartenders/Waitress/Hostess(Mar.2015-Jan.2016)**

* Multitasks and makes sure that the customers or clients of the bar are served what they requested.
* Graciously provide sincere and courteous service and to facilitate guests' food and beverage orders.
* Check identifications of customers in order to verify age requirements for purchase of alcohol.
* Clean glasses, utensils and bar equipment.
* Greeted and escorted guests to tables and provided menu.
* Managed-in person and telephone guest inquiries, customer service request and reserved bookings.

**Nay Lebanese Restaurant and Lounge: Waitress/ Bartenders (Jan.2014-Feb.2015)**

* Maintained knowledge of current menu items,garnishes,ingredients and preparation methods.
* Promptly served all food courses and alcoholic beverages to guests.
* Answered questions about menu selections and made recommendations when requested.
* Delivered exceptional service by greeting and serving customers in a timely, friendly manner.

**Larry and Mau Diners:Cashier(Feb.2012-Jan.2014)**

* Appropriately suggested additional items to customers to increase restaurant sales.
* Effectively communicated with kitchen staff regarding customer’sallergies, dietary needs and other special request.
* Consistently adhered to quality expectations and standards.
* Inquired about guest satisfactions, anticipated additional needs and happily fulfilled requests.
* Correctly calculated charges, issued bills and collected payments.

**TuttiFrutti Frozen Yogurt:Cashier(Feb.2011-Aug.2011)**

payments by cash,check,creditcards,vouchers or automatic debits.

* Greet Customers entering establishments.
* Issue receipts,refunds,credits and change due to customers.
* Maintain clean and orderly checkout areas.

**Bacolod Chk-n-BbqHouse:Waitress/Receptionist/Cashier/Barmaid**

**(Apr.2010-Jan.2011)**

* Meeting and greeting clients, Booking meetings, Arranging couriers,Keeping the reception area tidy and Answering and forwarding phone calls.
* Before the shift starts**,** the bar attendant will set up the bar area, which includes stocking alcohol, cocktail napkins, straws and other bar accessories, according to the Hospitality Guild website.
* Responsible for doing side work, which includes cleaning up the bar area and stocking when the shift is over.
* Will have to take food orders, serve food and beverages, recommend meals, deal with customers in a friendly and patient manner, be alert of potential food allergy problems and attend meetings with the rest of the staff.

**Jollibee Foods Corporation: Service Crew/Cashier(Aug.2008-Jan.2009)**

* Greet customers and guests as they approach the food service counter.
* Take and punch orders in the computer database.
* Inform customers of regular deals or daily specials.
* Up-sell products by providing auxiliary food items information.
* Operate cash register by taking payments.Process credit card payments.
* Accurately count change before returning to the customer.
* Bid customers with a farewell greeting.
* Receive inventory and move food products to designated area

**EDUCATIONAL BACKGROUND**

Education Level : Bachelors / College Degree (Bachelor of Science in

Hotel and Restaurant Management) Undergraduate

**PERSONAL INFORMATION**

Aged : 24