CURRICULUM VITAE



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**POSITION APPLIED: WAITRESS**

**CARRIER OBJECTIVE:**

To be able to have an opportunity to practice and conduct my acquired skill and knowledge in a manner compatible with the dignity of my profession, and to be able to meet new challenge that would promote constant learning and professional maturity.

**PROFESSIONAL PROFILE:**

* A Reliable, adaptable and loyal person who posses excellent communication and personal skills.
* A self motivate person with enormous energy and determination
* Attentive and details enthusiasm, strong determination with positive perception.

**EDUCATIONAL BACKGROUND:**

* Delta State University B.S.C Human Physiology 2005 - 2009
* Federal Government College Ikot Ekpene Akwa Ibom State 1997 – 2003

**WORKED EXPERIENCE:**

* 03 Years working as a **Waitress in Excellent Hotel Logos in Nigeria**
* 02 Years working as a **Waitress in Grand Hotel Asaba in Nigeria**

**DUTIES AND RESPONSIBILITIES:**

* Prepared a cleaning and disinfectant duty roster for all staff weekly.
* Took orders and advised customers on items and specials on the menu.
* Suggestively sold menu items, beverages and wines.
* Was responsible in preparing necessary utensils used in dining area.
* Was in charge of serving orders, clearing all tables, changing of table top covers and maintain cleanliness of the dining area.
* If necessary, washing of dishes, mopping of the floor and taking orders via phone for delivery.
* Collect payments from the customers and return their balance if any.
* Prepare hot, cold, mixed drinks, chilled bottles of wine etc as per customers request.
* Check with customers to ensure they are enjoying their meals and take actions to correct my errors.
* Always ensure the table and items on the table are set correctly before and after attending to customers.

**PERSONAL INFORMATION:**

Date of Birth 09/Oct/1985

Sex Female

Marital Status Single

**LANGUAGES SKILL:**

* English