** CURRICULUM VITAE**

 **POSITION: waitress**

**PERSONAL INFORMATION**

NAME : ESTHER

NATIONALITY : KENYAN

MARITAL STATUS : SINGLE

LANGUAGE : ENGLISH AND SWAHILI

VISA : VISIT VISA

Email :- ESTHER.362905@2freemail.com

**CAREER OBJECTIVE**

To work with initiative and creativity to the utmost, through teamwork and deliver my best in terms of output with full readiness to adopt and learn new skills.

**WORK EXPERIENCE**

**JAN 2012-JUNE 2016: LEISURE LOUNGE**

 **Position: Waitress**

* Great guests and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders.
* Deliver beverages and food in a timely manner.
* Check-in with guests to ensure that everything is going well.
* Clear dirty dishes from table.
* Refill beverages throughout the meal.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Work with other servers and be a team player.
* Ability to work calmly and effective under pressure
* Good competency for memorizing orders
* Excellent communication and interpersonal skills
* Ability to work proactively within a team and on own initiative
* Ability to handle difficult customers in a calm and tactful manner

**EDUCATION BACKGROUND**

 **2008-2011:**  Lockwood girls high school (Kenya Certificate of Secondary Education).

**2000-2007:** Benson Njau Primary School (Kenya Certificate of Primary Education).

**SKILLS AND COMPETENCES**

* A highly effective team player who understand the value of working together to achieve goals.
* Always ready to listen and learn, accept challenges and work through them for the advancement of the organization.
* Strong interpersonal skills, pleasant personality and leadership skills.
* Developed time management skills in order to co-operate with others and enhance productivity.

**HOBBIES**

* Travelling
* Socializing

**Reference:**

 Upon request.