**Elizabeth**

**[Elizabeth@2freemail.com](mailto:Elizabeth@2freemail.com)**

**Objective**

To work in a challenging environment as a waiter, where I will be able to provide prompt and courteous service to the customers of a restaurant, cocktail lounge or club.

**Key Skills and Strengths**

* Professional work ethic.
* Multi tasking.
* Excellent written and verbal communication skills.
* Ability to work in a team.
* Sales and marketing skills.
* Customer service skills.
* Good leadership abilities.

**Academic Credentials**

Diploma in Public Relations (December 2014)

[Institute of Commercial Management](http://icm.ac.uk/)

Kenya Certificate of Secondary Education (November 2010)

Mount Larvena Girls’ School

**Professional Experience**

**Senior waitress | Gatimene Gardens - Boutique Hotel | Conferencing | Suites|**

**August 2016 - February 2017**

**Main Duties:**

* Responsible to take orders and assist the cook to prepare food as per order of customers.
* Responsible in assisting the manager in preparing the menu card as well as price list.
* Providing effective supervision of all food and beverage services.
* Responsible to prepare recites and collect payments from the customers.
* Implementing an online marketing plan to promote restaurant’s dishes to a wider range of people.

**Waiter - (January 2013 - November 2015).**  
**Main Duties:**

* Provided customer services for up to eighty customers every day.
* Assisted customer in menu determinations.
* Served dishes at tables according to order.
* Recommended wines and other drinks to customers.
* Assisted the manager to clean and close the restaurants after the hours.
* Attended monthly staff meetings and training sessions.

**REFERENCES**

Available upon request.