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| Elaine Hloomberg2670 Euclid AvenueLos Angeles, CA 90017Cell: 123-456-7899Email: elainehinds@example.com |
| SummaryElaine has a great hospitality spirit and famous in her circle of friends as the best host when it comes to family gatherings. Young and energetic, Elaine is currently seeking an opportunity to work in a fast foods restaurant where she can offer customers her hospitality and positive attitude. |
| EducationGrammar High School – Los Angeles (CA), 2009 – present |
| BiologyFood and NutrientsHome EconomicsMathematicsStatisticsSocial Studies | PassPassPassPassPassPass |
| Related Key Skills* Awareness of different fast food items
* Ability to remain alert at all times
* Ability deal with customers in a polite and courteous manner
* Keeping environment clean and tidy
* Effective time management in busy working environments
* Cash Handling
* Strong understanding of customer service processes and principles
* Skilled in understanding and presenting customers' needs
* Ability to be on feet for long periods of time.
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| Experience Hostess & WaitressNarija Kitchen - New York, NY, 2011 to 2012* Served meals to over 100 individuals each week.
* Greeted guests and patrons personally and on the telephone.
* Served food and beverages.
* Checked with guests to make sure that they are enjoying their meals.
* Remained professional and friendly and maintained positive relationship with customers.
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| Personal Skills and Attributes* Health and food conscious
* Good written and verbal skills
* Polite attitude
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