

Emily Gan



Hostess

Address	143 Main Ave, Atlanta, GA, 32222, United States	Phone	890-555-0401
Email	rozenboomchantal@gmail.com	Date / Place of birth	05/10/1985 / Atlanta, GA
Nationality	USA	Driving license	Full

01 PROFILE

Pleasant and courteous Restaurant Hostess with 3 years of experience in casual dining and fine dining settings.

02 EMPLOYMENT HISTORY

01/2017 – 11/2017

Restaurant Hostess at Borblay

Jacksonville, FL

As a Restaurant Hostess at Borblay, I work in a modern fine dining setting. My daily responsibilities include:

- Warmly and promptly greeting guests when they arrive at the restaurant
- Opening the front door for guests, when possible
- Inquiring about the size of the guest's party and seeing if they have any seating preferences
- Evaluating which servers are busy and who should receive the next table
- Relaying messages to the server about any guest preferences or requirements
- Completing side work during downtime

03/2015 – 01/2017

Restaurant Hostess at Paisley Rooster

Jacksonville, FL

As a Restaurant Hostess at Paisley Rooster, I worked in a contemporary and lively fine dining setting. My daily responsibilities included:

- Opening the front door for guests and immediately greeting them
- When seating is limited, writing down the number and name of guests, providing an estimated wait time, and calling them when their table was ready
- Accommodating guests special needs, including accommodations for child seats and wheelchairs
- Attending to the schedule and making sure all servers are properly sat

12/2013 – 03/2015

Restaurant Hostess at The Pig & Hen

Jacksonville, FL

As a Restaurant Hostess at The Pig & Hen, I worked in a casual dining setting. My daily responsibilities included:

- Scheduling dining reservations that were made over the phone
- Once a party arrived, deciding where to seat them per the server's availability and the customer's needs
- Checking with customers to see if they have any food allergies prior to seating and informing the server of any special needs
- Bussing tables, when needed

03 EDUCATION

06/2015 – 11/2017

FSCJ

Jacksonville, FL

AA

04 SKILLS

Customer Service

Organization

Scheduling

Phone Etiquette

Communication

05 LANGUAGES

English



Chinese



French

