

Emily Gan, Hostess

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Date of birth	05/10/1985	Nationality	USA
Place of birth	Atlanta, GA	Driving license	Full

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

EMPLOYMENT HISTORY

Jan 2017 – Nov 2017 **Restaurant Hostess, 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

Mar 2015 – Jan 2017 **Restaurant Hostess, 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

Dec 2013 – Mar 2015 **Restaurant Hostess, 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

EDUCATION

Jun 2015 – Nov 2017 **FSCJ, AA** Jacksonville, FL

SKILLS

Customer Service

Organization

Scheduling

Phone Etiquette

Communication

LANGUAGES

English

Native speaker

Chinese

Native speaker

French

Working knowledge

