

EMILY GAN

HOSTESS

INFO

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

DRIVING LICENSE

Full

NATIONALITY

USA

SKILLS

Customer Service

Organization

Scheduling

Phone Etiquette

Communication

LANGUAGES

English ●●●●●

Chinese ●●●●●

French ●○○○○

PROFILE

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

EMPLOYMENT HISTORY

Restaurant Hostess, Borblay

Jacksonville, FL

Jan 2017 - Nov 2017

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

Restaurant Hostess, Paisley Rooster

Jacksonville, FL

Mar 2015 - Jan 2017

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

Restaurant Hostess, The Pig & Hen

Jacksonville, FL

Dec 2013 - Mar 2015

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

FSCJ, AA

Jacksonville, FL

Jun 2015 - Nov 2017