



Emily Gan, Hostess

ATLANTA, GA, 32222, UNITED STATES · 890-555-0401

DETAILS

143 Main Ave
Atlanta, GA, 32222,
United States
890-555-0401
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DATE / PLACE OF BIRTH

05/10/1985
Atlanta, GA

NATIONALITY

USA

DRIVING LICENSE

Full

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 Jan 2017 – Nov 2017, 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

Restaurant Hostess, Paisley Rooster Mar 2015 – Jan 2017, 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

Restaurant Hostess, The Pig & Hen Dec 2013 – Mar 2015, 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

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