



▶ Emily Gan

Hostess

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DATE / PLACE OF BIRTH 05/10/1985 / Atlanta, GA

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

Jan 2017 – Nov 2017

Jacksonville, FL

Restaurant Hostess at Borblay

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

Jacksonville, FL

Restaurant Hostess at Paisley Rooster

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

Jacksonville, FL

Restaurant Hostess at The Pig & Hen

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

Jun 2015 – Nov 2017

Jacksonville, FL

FSCJ

AA

04 SKILLS

Customer Service

Scheduling

Communication

Organization

Phone Etiquette

05 LANGUAGES

English



Chinese



French

