



# 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

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