

# Ellen Harret, Restaurant & Catering Server

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Date of birth	05/10/1985	Nationality	USA
Place of birth	San Francisco, CA	Driving license	Full

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**PROFILE** Personable and professional Restaurant Server with 7 years of experience in fast casual, casual, and fine dining settings. Extensive knowledge of wine and food pairings with a specialization in French cuisine.

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## EMPLOYMENT HISTORY

Dec 2014 – Nov 2017 **Catering Server, Catering Capers** Tallahassee, FL

As a Catering Server, I assisted in the execution of 5+ events per week. Each event had anywhere from 5-700 patrons and ranged from buffet style to multi-course plated dinners. My day-to-day responsibilities included:

- Preparing, transporting, and setting up food for each event
- Assembling dishes onsite during catering events
- Validating proper identification for 21+ parties
- Serving wine, beer, and spirits
- Serving patrons, giving special attention to special requests and food allergies

Mar 2010 – Dec 2014 **Head Server, Chez Pierre** Tallahassee, FL

As the Head Server, I waited on 5-30 tables per shift in a fine dining French restaurant. My day-to-day responsibilities included:

- Greeting guests in a prompt and courteous manner
- Taking orders from patrons, often memorizing the orders if there were 5 patrons or less
- Making suggestions on food and wine pairings, trying to upsell when appropriate
- Inputting orders into our POS system per the chef's guidelines
- Bringing prepared food to tables as soon as it was ready and quickly clearing tables once the food was finished
- Completing side work during down time including shining glasses, rolling silverware, and assisting the dishwasher

Nov 2009 – Mar 2010 **Cashier, Sumo Sabi** Tallahassee, FL

As a Cashier, I cashed out 30+ checks per shift in a fast casual sushi restaurant. My day-to-day responsibilities included:

- Taking customer's orders and relaying it to the sushi creator team
- Ringing up and cashing customer's checks out, giving special attention that the correct change was given
- Taking to-go and delivery orders via phone and processing the related credit card payments
- Assisting in supply inventory and working with the GM to make orders, when necessary
- Training new cashiers and facilitating their shadow week

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<b>SKILLS</b>	Food Service	Expert	Wine Pairing	Experienced
	Food Safety	Expert	Employee Training	Skillful
	Food Preparation	Skillful	Customer Service	Expert
	Bartending	Skillful		

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<b>LANGUAGES</b>	English	Native speaker	Spanish	Very good command
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**HOBBIES**

Food Tasting, French Cuisine, Wine Pairing, Traveling