

OBJECTIVE

I am looking to expand my knowledge in sales and hoping to become a substantial and beneficial part of your team.

EMPLOYMENT HISTORY

06/2016 - Present **Administrative Assistant** **All In Communications**

Administrative Assistant with 2 years of experience handling confidential tasks and performing routine work effectively. Proven management and teamwork skills.

08/2015 - 03/2016 **Server** **The Gatehouse**

7 years of restaurant experience. Dealing with customer satisfaction and working along side of other employees. I dealt with selling our most popular items, making sure I know exactly what I am selling and how to describe it. Trained in serving alcohol.

01/2015 - 08/2015 **Hostess** **Copper River**

Greet and acknowledge guests and seat patrons by escorting them to assigned table, or communicate delays and offer additional services such as beverages to keep them occupied while waiting.
Present menus, create personal dining experience, answer questions, and offer information on menu items, beverages, and specials.
Accept and organize reservations, and prioritize reservations to accommodate customers.
Prepare seating assignments prior to service and present plan to restaurant during pre-shift meeting.
Walk through dining room during service to ensure guest satisfaction and advise servers and bussing staff of specific service needs.
Addressed guest requests or complaints, and escalated major complaints to manager.

EDUCATION HISTORY

05/2014 **Saint Augustine High School** **Dance, Diploma**

I took my dance program very seriously. After elementary school, I attended arts schools that provided me with knowledge and rigorous classes. To dance with a group and make it look well takes hard work and practice. I am very dedicated to doing my best in all aspects of life. I also attended dance classes after school and I believe that proves diligence within my self. I apply the same amount to my job.

VOLUNTEER & CLUB

I was part of the debate club in high school where we discussed conflicting topics and shared opinions with open views.

I also attended French club every Wednesday morning.

I have volunteered for beach clean up.

I have volunteered in thrift stores.

I worked with a group who provided family services. Necessary products for women and children in need including clothes/food/activities.

ADDITIONAL INFO

Motivated seller

Persuasive communication

Accurate

Efficient

Multi tasker

Business development

Outgoing

Discerning eye for detail