

---

# JOE JOBSKAN

---

1212 Jobscan Ln 98101 ♦ (555) 555-5555 ♦ joejobscan@jobscan.co

## SKILLS

- Beverage preparation
- Menu memorization
- Cash handling
- Guest seating arrangements
- Dining area cleanliness
- Daily specials memorization
- Stocking and replenishing
- Hospitality service expertise
- Communication skills
- Work great with others
- Hardworking
- Responsible
- Motivated

## WORK HISTORY

**Server & Bartender**, 09/2013 to Current

**Joe's Bar & Cafe** – Seattle, WA

- Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions
- Maintained table settings by removing courses, replacing utensils and refilling beverages promptly and courteously
- Enhanced operational efficiency by using slow periods to restock employee and customer supplies, including ice, condiments, utensils, napkins, trays and delivery bags
- Kept register accurate through correct billing, payment processing and cash management practices
- Kept updated knowledge of menu and chef specials to provide recommendations according to tastes and specific allergies
- Trained incoming staff on restaurant's practices, culture and procedures to maximize job satisfaction and productivity
- Delivered orders in timely manner and corrected all issues to ensure guest satisfaction
- Arranged tables for customers, following established preparation procedures to provide guests with excellent experiences and foster repeat business
- Checked identification to enforce age requirement for alcoholic beverages

**Cashier Server**, 06/2014 to 09/2016

**Patty's Pastries**, Seattle, WA

- Maintained current knowledge of store promotions and highlighted sales to customers
- Completed special orders for customers, provided gift wrapping and prepared packages for shipments to maintain customer satisfaction
- Cooked and assembled food by heating and bagging
- Counted cash in register drawer to balance register at beginning and end of shift
- Refilled stock of silverware, napkins and items in restaurant environments
- Took, gave change and verified over \$ (amount) of cash and credit payments daily, consistently maintaining accuracy and efficiency
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers

**Server**, 04/2013 to 02/2016

**Leona's Restaurant** – Seattle, WA

- Enhanced operational efficiency by using slow periods to restock employee and customer supplies, including ice, condiments, utensils, napkins, trays and delivery bags
- Kept updated knowledge of menu and chef specials to provide recommendations according to tastes and specific allergies
- Maintained table settings by removing courses, replacing utensils and refilling beverages promptly and courteously
- Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions
- Cleaned outdoor eating area and indoor dining room by wiping tables, placing trash in receptacles and restocking napkin dispensers
- Kept register accurate through correct billing, payment processing and cash management practices
- Replenished food items and other supplies, which included paper products and canned goods to keep pantry well-stocked during busy periods
- Delivered orders in timely manner and corrected all issues to ensure guest satisfaction
- Trained incoming staff on restaurant's practices, culture and procedures to maximize job satisfaction and productivity
- Helped customers place orders, explained menu items and suggested appropriate options for food allergy sufferers
- Arranged tables for customers, following established preparation procedures to provide guests with excellent experiences and foster repeat business

## EDUCATION

**Associate of Arts**: 08/2017-06/2019

**DePaul University** - Chicago, IL

## CERTIFICATIONS

- Certified Nurse's Assistant
- CPR certified through American Heart Association
- STEM Award