



Chronological Resume Sample

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Objective

Hotel or restaurant management trainee

Summary of Qualifications: Two years of experience in all aspects of the restaurant business. Proven customer service and organizational skills. Dependable, conscientious and able to handle a variety of tasks simultaneously.

Work Experience

Restaurant Hostess *Perry's Restaurant, Smalltown, NC* *2002-present*

- Greeted customers quickly and assigned them to appropriate sections.
- Handled customers questions, complaints and inquiries to assure satisfaction.
- Assisted wait staff with necessary duties to increase table accessibility and turnover.
- Handled cashier's duties of processing charges, direct billings and cash sales.
- Reconciled cash register receipts at closing of restaurant.
- Audited supply report and customers' records for accuracy.

Server *Perry's Restaurant, Smalltown, NC* *2000-2002*

- Greeted customers with enthusiasm and communicated daily specials to over 75 individuals daily.
- Handled banquet room, including set-up of food and beverage tables. Waited on customers and provided hospitality as requested.
- Performed kitchen duties, including assisting specialty chefs, dishwashers and bus crews as needed.

Cashier *Regional Grocery Store, Middletown, NC* *1998-2000*

- Checked and processed grocery orders.
- Reconciled cash drawer daily.

Education

Middletown Community College, Middletown, NC 1995-1998
Continuing Education Courses: Hospitality, Business Management, Supervision