## Waitress Resume Sample 1

**Donna Haggerty**

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### **A. Summary**

Very friendly and customer-oriented experienced waitress with seven years of experience in waiting tables. Worked in the food and beverage industry and the hospitality industry. Very skilled when it comes to interacting with guests. Also know how to present the food, mix cocktails and other drinks, and serve them. Can speak three languages: English, Spanish, and Italian. Have increased the ratio of patrons in the working place by displaying impeccable customer skills.

### **B. Work Experience**

* **July 2013 – Present, The Elephant Cocktail Bar, San Jose, California**

**Responsibilities**: Explain the artisanal cocktails on the menu to clients. Make recommendations to patrons when asked for. Take the orders and give them to the bartenders. Make sure that all the orders are prepared at the same time, to ensure maximum patron satisfaction. Calculate the final bills and add the taxes.

**Achievements**: Fast in delivering the cocktails and other beverages to patrons. Enhanced the customer satisfaction by 30% as proven by feedback survey.

* **December 2009 – May 2013 – Pink Umbrellas, San Jose, California**

**Responsibilities**: Take the orders for beverages and snacks and relay them to the bartenders and the kitchens. Assist the patrons in playing the various games available in the facility such as pinball, darts, and pool. Explain the rules to them. Calculate the bill and add the taxes for the final sum.

**Achievements**: Successfully trained the new staff. Increased the beverage and snack consumption with patrons while they were playing games by recommending their favorites. Managed the other waitresses in the bar.

### **C. Education and Academic Training**

Graduated from Pegasus High School in 2009.

Graduated from Hospitality Courses in San Jose, California.

### **D. Job-related Skills**

* A positive attitude toward customers
* Highly conversational
* Have good working ethics
* Able to lift and carry full trays and other heavy things, such as crates
* The ability to work standing and walking for many hours’ straight
* Being able to carry delicate things
* Fool-proof stamina
* Tolerance
* An understanding of marketing and business

### **E. General Traits**

* Good-natured
* Funny
* Relaxed
* In agreement with a stressful environment
* Creative
* Sales skills
* Superb interpersonal skills
* Team player but also a leader when need be