## Hostess Resume Sample 2

**Nina Adams**

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### A. Summary

Professional and experienced Hostess specialized in Fine Dining. I possess an extensive knowledge as well as an understanding of what a high-end dining experience must be like. I also have outstanding skills when it comes to scheduling and organizing reservations as well as planning the seating arrangements both on a typical day and for special occasions. My experience has been gathered working in high-end and exclusive restaurants with Michelin stars.

### B. Working Experience

* **December 2012 – January 2016 – Orchard and Green Restaurant and Lounge, Iowa City, Iowa**

**Responsibilities:** Schedule all the reservations, plan the seating arrangements according to said reservations, perform preparatory work for the dining room, assist or organize the setting for special or private events, greet customers at the entrance, take their reservations, and walk them to their table, discuss meal options with them, take special requests, link with the restaurant chef to accommodate all food requests from patrons.

**Achievements:** Increased therestaurant turnover by designing a custom-made reservations system. It meant that patrons had to wait less for their table and the restaurant was never empty, at any point.

* **July 2005 – November 2012 – Konomi Japanese Restaurant, Coralville, Iowa**

**Responsibilities:** Greet customers at the door, entertain them while they waited for their table, offer complimentary beverages during their wait, escort them to their table, offer water, discuss menu options with every patron table, communicate to them the name of their server for the evening, provide waiting time to each party, assist the servers when counting their tallies at the end of each shift, thank every guest in person for choosing the restaurant and invite them to come again, handle all the complaints, link to management if the complaints could not be handled at my level.

### C. Education and Academic Training

I possess a High School Diploma from the Old River Bank North High School, Goose Lake, Iowa. Graduated in 2005.

### D. Job Related Skills

* Outstanding people skills
* Friendly
* Considerate
* Diplomatic
* Communicative
* An extensive knowledge of the industry of fine dining
* A great knowledge of wine and foods
* Pleasant appearance
* Organizational skills
* Very fluent in English, German, Spanish, and Swedish.
* Working knowledge of Japanese and Chinese
* The ability to provide professional services

### E. General Skills

* Able to juggle multiple tasks successfully
* The ability to work long shifts standing up.
* Calm
* Discreet
* Willing to work extra hours or in shifts
* Agree to work at night