**FULL NAME**

Contact Information [Address, Mobile Number, Email]

**SUMMARY**

I’m a waitress and all-around restaurant server with three years of experience providing quality service at top-rated food establishments in Singapore. Possessing good communication skills and familiarity with common restaurant POS terminals and machinery, I am able to work with minimal supervision. I am looking to leverage my experience and knowledge into a customer service role at your restaurant.

**WORK EXPERIENCE**

Waitress & Hostess, SG Bistro

May 2019 to May 2021

* Welcomed and received customers; processed and confirmed table reservations
* Received in-depth training for proper food handling techniques
* Assisted in the training of new staff and service crew

Waitress, Oriental Restaurant

June 2018 to April 2019

* Operated POS terminals to input orders, receive cash payments, and swipe credit card transactions
* Bussed tables, seated customers, and assisted in serving beverage orders

**SKILLS**

* Excellent customer service skills
* Good verbal communication skills
* Familiar with POS systems
* Knowledgeable in safe food handling
* Team player

**EDUCATION**

High School Diploma, Changi Secondary School (2014 to 2018)