

Ellen Harret



Restaurant & Catering Server

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01 PROFILE

Personable and professional Restaurant Server with 7 years of experience in fast casual, casual, and fine dining settings. Extensive knowledge of wine and food pairings with a specialization in French cuisine.

02 EMPLOYMENT HISTORY

12/2014 – 11/2017

Catering Server at Catering Capers

Tallahassee, FL

As a Catering Server, I assisted in the execution of 5+ events per week. Each event had anywhere from 5-700 patrons and ranged from buffet style to multi-course plated dinners. My day-to-day responsibilities included:

- Preparing, transporting, and setting up food for each event
- Assembling dishes onsite during catering events
- Validating proper identification for 21+ parties
- Serving wine, beer, and spirits
- Serving patrons, giving special attention to special requests and food allergies

03/2010 – 12/2014

Head Server at Chez Pierre

Tallahassee, FL

As the Head Server, I waited on 5-30 tables per shift in a fine dining French restaurant. My day-to-day responsibilities included:

- Greeting guests in a prompt and courteous manner
- Taking orders from patrons, often memorizing the orders if there were 5 patrons or less
- Making suggestions on food and wine pairings, trying to upsell when appropriate
- Inputting orders into our POS system per the chef's guidelines
- Bringing prepared food to tables as soon as it was ready and quickly clearing tables once the food was finished
- Completing side work during down time including shining glasses, rolling silverware, and assisting the dishwasher

11/2009 – 03/2010

Cashier at Sumo Sabi

Tallahassee, FL

As a Cashier, I cashed out 30+ checks per shift in a fast casual sushi restaurant. My day-to-day responsibilities included:

- Taking customer's orders and relaying it to the sushi creator team

- Ringing up and cashing customer's checks out, giving special attention that the correct change was given
- Taking to-go and delivery orders via phone and processing the related credit card payments
- Assisting in supply inventory and working with the GM to make orders, when necessary
- Training new cashiers and facilitating their shadow week

03 SKILLS

Food Service	● ● ● ● ●	Wine Pairing	● ● ● ● ●
Food Safety	● ● ● ● ●	Employee Training	● ● ● ● ●
Food Preparation	● ● ● ● ●	Customer Service	● ● ● ● ●
Bartending	● ● ● ● ●		

04 LANGUAGES

English	● ● ● ● ●	Spanish	● ● ● ● ●
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05 HOBBIES

Food Tasting, French Cuisine, Wine Pairing, Traveling