**Ellen. C Harret**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **Catering Server at Catering Capers** | **Tallahassee, FL** |
| Billabong Restaurant | *June 2011 – Present* |

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 buffer 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

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| **Head Server at Chez Pierre** | **Tallahassee, FL** |
| Woody’s, Scottsdale, AZ | *January 2008 – May 2011* |

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

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| **Cashier at Sumo Sabi** | **Butte, MT** |
| Raymond Pool Systems | *July 2005 – November 2007* |

As a Cashier, I cashed out 30+ checks per shift in a fast casual sushi restaurant.

My day-to-day responsibilities included:

* Implemented a off-the-shelve CRM system, saving the company $45,000 in the first year of use.

EDUCATION HISTORY

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| Broomfield Business College, Broomfield, MT | **Broomfield, MT**  *2000 – 2002* |
| Associate of Science in Administrative Assisting | **Scottsdale, AZ**  *1996 – 2000* |
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