

**Caroline Meilak**  
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#### **HIGHLIGHTS OF QUALIFICATIONS**

- Excellent communications + interpersonal skills
- Responsive and capable under pressure
- Well organize and detail oriented
- Highly motivated with a great attitude
- Great eye for design

#### **SKILLS**

- MS OFFICE 2007, Excel 2007
- CAD 2007 LEVEL 1
- PHOTOGRAPHY

#### **EMPLOYMENT**

Original Joe's, SERVER, January 2012 – Present  
601 Union Street, San Francisco CA, 94103

- Performing a first class service.
- Experience with Aloha.
- Knowledge of Italian and California wine and cuisine.
- Organizing and updating the restaurant.
- Handling money and credit cards transaction.

La Baca, SERVER/HOSTESS, March 2010 –December 2011  
2036 Lombard Street, San Francisco CA, 94123.

- Making direct contact with 300 + people per event.
- Balancing and calculating sales.
- Acted as first contact liaison for new business.
- Extensive knowledge of Mexican cuisine.
- Answering the phone and greeting guests.

Sears Fine Foods, SERVER/BARTENDER, June 2003 - January 2010  
439 Powell Street, San Francisco CA 94109

- Performing an outstanding service in an extremely fast paced restaurant.
- Experience with Open Touch Screen.
- Knowledge of California cuisine and wine.
- Making special cocktails.

#### **EDUCATION**

Bristol University, Bristol, U.K. MARKETING DEGREE Bachelor of Arts, Marketing and Business.