

# Christine Rigor

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## Summary of Qualifications

- Over 4 years of quality experience working as a Server and Host
- Dedicated to ensuring customer satisfaction by remaining accessible and friendly
- Knowledgeable of both front of house and back of house procedures
- Experienced in using OpenTable software for guest reservations and seating
- Success multitasking while providing professional and friendly customer service in fast-paced environments
- Proficiency with: Windows and Mac OS, Microsoft Office Suite, OpenTable, POS Software

## Professional Experience

**Host / Cashier** International House of Pancakes San Francisco, CA May 2013 - Present

- Greets guests as they enter the restaurant and seats guests in the dining area
- Presents guests with menus and explains specials of the day
- Answers phone calls and processes phone orders
- Busses tables after guests finish eating and provides excellent customer service
- Maintains a full stock of cups, sugar, condiments, and other items

**Cashier / Packing** KFC San Francisco, CA April 2013 - Present

- Performs cashier and customer duties for a fast-paced restaurant
- Greets customers as they enter, takes guest orders, and up-sells menu items
- Stocks merchandise and goods in the front of the house
- Prepares and packages guest orders in a quick and timely manner
- Mops, sweeps, and cleans tables; helps maintain a clean and tidy counter space

**Volunteer Prep** HealthRIGHT 360 San Francisco, CA Sept. 2012 - Mar. 2013

- Provided cook and prep assistance for a Chef making meals for over 60 residents
- Chopped, sliced and diced vegetables, fruit, meat, and other food items
- Prepared coffee, juice, and other beverages for breakfast
- Served meals to residents as prepared and provided excellent customer service
- Cleaned and sanitized all dishes and food preparation equipment

**Server** International House of Pancakes Fairfield, CA Oct. 2006 - Feb. 2009

- Greeted guests and took food and beverage orders as they were seated
- Prepared coffee, shakes, and other blended beverages
- Communicated with chefs and prep cooks to ensure that guest orders were made correctly
- Served guest orders in a quick and timely manner
- Maintained a full stock of condiments, napkins, and other items on all dining room tables

## Education

General Education	Solano Community College	Fairfield, CA	2010 - 2012
High School Diploma	Fairfield High School	Fairfield, CA	1998