Charito Capitana

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Objective

Seeking a position as a Restaurant Server where my skills and experience in the hospitality industry can be employed to provide excellent guest services.

Experience

St. Francis Yacht Club, San Francisco CA   *Bartender May 1999 – September 2012*

- Plan, organize, and control the operations of a cocktail lounge or bar.

- Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.

- Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons.

- Serve snacks or food items to customers seated at the bar.

- Strictly check identification of customers to verify age requirements for purchase of alcohol.

- Arrange bottles and glasses to create attractive displays.

- Clean bars, work areas, and tables.

Food Server May 1999 – September 2012

- Explain how various menu items are prepared, describing ingredients and cooking methods as well inform customers of daily specials.

- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

- Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

- Describe and recommend wines to customers.

- Bring wine selections to tables with appropriate glasses, and pour the wines for customers.

Education

City College of San Francisco, San Francisco

September 1989

- Basic Computer Education

Perpetual Help College of Laguna, Philippines

March 1986

- High School Diploma

- General Education

Skills

- Bilingual: English/Tagalog

- Certification for Cardiopulmonary Resuscitation CPR

- Certification for Residential Care for the Elderly RCFE

References upon Request