

Maria Arenas

Experience

June 2010-April 2012 Gordon Biersch Brewery and Restaurant San Francisco, CA

Hostess/Server

- Within two months, moved from hostess to server due to my work ethic and ability to get along with guests and staff alike.
- Willing and able to work in any capacity to help the restaurant.
- Provided quality customer service while following the Gordon Biersch server/hostess guidelines.

October 2009-April 2010 Saint Francis Yacht Club San Francisco, CA

Intern/Food Runner

- Assist in events such as movie night, Halloween party and Opening Day.
- Food runner in the main dining room which was a buffet style.

January 2007-July 2009 Rotary International Guatemala City, GT

Secretary/Vice-president of Club Interact Guatemala Sur

- Provide humanitarian service and help build goodwill in Guatemala.
- Non-profit organization that promoted leadership, voluntarism and experience.

Education

January 1995-2009 Colegio Interamericano associated with AASCA Guatemala City, GT
(Association of American Schools of Central America)

High School and "Bachillerato en Ciencias y Letras" Diploma

- National Honor Society Member two school years in a row 2007-2009.
- AP Student in Calculus and Spanish.
- Principal and Honor Roll Student throughout High School years.

August 2009-Present San Francisco State University San Francisco, CA

Hospitality and Tourism Management

- Currently enroll and working towards achieving my degree with a minor in business administration.
- Member of CMAA (Club Management Association of America) in 2009.

Strengths

- Excellent communication and organizational skills.
- Friendly, enthusiastic, extremely presentable and professional.
- Proficient in Microsoft Word, Excel, Power Point, Open Table and POS System.
- Bilingual-Spanish and English

References

- Lani D'Arcy, Travel Agent at Jet Travel Agency, (650) 766-3324
- Monica Ramirez, Assistant General Manager at Gordon Biersch Miami, (415) 515-6313
- Keri Macinsky, Kaiser Permanente employee, (925) 989-1724