

Evelyn Meadows
6113 Peoria Dr.
Citrus Heights, CA 95621
Phone: (209) 327-7652

Objective

To secure a challenging position in **customer service** where my patient personality when dealing with the public would be an asset to my employer and the customers I serve.

Qualifications

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|--|-------------------------------------|--|
| ❖ Guest service oriented | ❖ Punctual and flexible | ❖ Follow instructions |
| ❖ Operate a pos | ❖ Professional telephone techniques | ❖ Efficient in organizing |
| ❖ Clean and neat appearance at all times | ❖ Excellent communication skills | ❖ Work well under deadlines and pressure |

Summary

Enjoy providing quality service to the public. Comfortable working with a variety of people. Organized in order to use the best of my work hours to the advantage of my employer. Comfortable taking on new challenges and achieving goals. Experienced working in a fast paced environment. Eager to be part of a team.

Work Experience

Gatsby's Diner

2598 Alta Arden Expressway Sacramento, CA, 95864
(916) 977-0102

Position: Server (2 yrs 10 months& still employed)

Supervisor: Richard Pedersen

Duties: Start with our opening duties. Taking customers orders, serving their food, and clearing my own tables. At the end of my shift I do my check out, and do my closing duties.

Fabian's Italian Bistro

11755 Fair Oaks Blvd.
(916) 536-9891

Position: Server (9 months)

Supervisor: Mercedes Forte

Duties: Standard serving duties, taking customers orders, serving their food, and clearing my own tables. At the end of my shift I do my check out, and do my closing duties.

Pearl on the River

1379 Garden Highway Sac. CA. 95833
(916) 567-3275

Position: Host (1 ½ yrs)

Supervisor: Jeff Pooler, Matthew Jones

Duties: Answering phones, making reservations, greeting and seating guests. Sometimes helping the servers clear tables.

Wine and Roses

2505 W. Turner Rd. Lodi CA 95242
(209) 334-6988

Position: Host/Server/Large party coordinator (4 yrs)

Supervisor: Katherine Munson

Duties: As a host I answered phones, made reservations, and every shift I made floor plans for the servers, I also printed out menus. I greeted and seated guests and made sure they were comfortable. As a server I did my opening duties. I took the guests order and served their food. Did my closing duties and my paperwork at the end of my shift. As the large party coordinator I met with the guests, planned their party with them and was present for the party to make sure it went as it was planned.

Carter's Pet mart

909 West March Ln. Stockton CA. 95027
(209)957-6278

Position: Customer service (3 yrs)

Supervisor: Kevin Carter

Duties: I worked in the aquatic department and helped customers set up fish tanks and answered questions they had about fish. Did variety of opening and closing duties.

References

Jeff Barreta	(209) 981-4641
Melanie Silveria	(209) 327-7652
Damon Hill	(916) 712-0284