

CYNTHIA BAILEY

6311 Sampson Blvd., Apt. 41
Sacramento, CA 95824

Cell (916) 862-8751
namenhim@yahoo.com

SUMMARY

Experienced server providing outstanding customer service in a restaurant and office setting. Dedicated worker and team player with a positive attitude.

DEMONSTRATED SKILLS

- Empowered with training new employees and volunteer learners on customer service standards as a server, hostess, and food expeditor according to standards.
- Experience as a server providing fast and friendly customer service, taking food orders, and utilizing the point of sale computer system for entering food orders and receiving payments.
- Enjoys greeting customers as a hostess, and providing excellent service in person or on the phone, willing provide information to interested clients.
- Takes initiative to ensure front of house is operating well by taking charge of opening/closing side work, and resetting tables.
- Demonstrated leadership skills for catering events by overseeing the set up and flow of events with attendance of 60 people or more.
- Assisted with delivery and set up of foods for onsite and offsite catering events and banquets.
- Great attention to details while assisting with delivery of food and presentation for catering events.
- Demonstrates flexibility and team work by assisting with kitchen duties when needed, including dishes, side work, and prepping food.
- Administrative skills include: word processing, computers, phones, fax, copying, set appointment for deliveries and reservations.

WORK EXPERIENCE

Plates Café and Catering , Sacramento, CA <i>Server, Hostess, and Volunteer Learner Trainer</i>	2012 – Present
Three Women and an Armoire , Sacramento, CA <i>Administrative Assistant</i>	2004 – 2006
Salvation Army , Sacramento, CA <i>Office Assistant</i>	2003 – 2005
Holiday Inn , Stockton, CA <i>Server</i>	1996 – 1997
Denny's Restaurant , Stockton, CA <i>Trainer, Server and Hostess</i>	1993 – 1995, 1999
Denny's Restaurant , San Jose and Folsom, CA <i>Trainer, Server and Hostess</i>	1986, 1987 – 1990

EDUCATION

Culinary School, Charles A. Jones Skills Center, Sacramento, CA
General Education Courses, San Joaquin Delta College, Stockton CA
GED, State of California Department of Education