

Shawnjit Sidhu 925-639-8480 Shawnjiit@gmail.com

OBJECTIVE: A position that will enable me to utilize all my skills, also obtain new skills and knowledge. To manage exceptionally, provide opportunity for development and growth for the company.

HIGHLIGHTS OF QUALIFICATIONS

- Several years in restaurant, management, customer service, and sales.
- Catering experience; ability to prepare timely deliveries.
- Able to multitask in a high volume restaurant and maintain positive influence
- Excellent verbal/written communication skills, with professional manners.
- Always my pleasure to give more than what's expected for any duty.
- Works well under pressure, and is always seeking for challenging task in order to remain occupied.

PROFESSIONAL EXPERIENCE

Specialty's Café and Bakery, San Francisco, CA **October 2011 - Current**
Closing Manager, Catering, Sandwich/Salad maker, FOH Guest Service

- Closing down the restaurant while managing all closing employees, and ensuring that all closing duties are completed before employees clock out.
- Conduct all employee breaks are covered and proper timing.
- Setting up for the following business day, verify food par stock levels.
- Making sure the safe is balanced, and sending the end of day report after completing the bank deposit every night.
- Following all company standards in order to pass our store audit every period.
- Ensure that all afternoon catering orders are ready and delivered in a timely manner.

Hometown Buffet, Concord, CA **July 2007- June 2011**
Shift Supervisor, Cashier, Host, Service Assistant

- Opening the restaurant three days a week.
- Daily FPA reports and checking the weekly deliveries.
- Certified cashier trainer and certified service assistance trainer.
- Greeting the guest when they enter, and directing them to a table.
- Counting, depositing, and verifying money.

EDUCATION

San Diego City College, San Diego, CA **2011**
• Associate in Arts Degree: Behavioral Sciences Psychology Emphasis.
• Business

Diablo Valley College, Pleasant Hill, CA **2009-2011**
• General Education classes
• Associate Degree in progress

***References available upon request**

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Dear Hiring Manager,

I would like to be considered for your server position so that I can utilize my professional skills that I have obtained over the last several years. I am seeking a part time position that will teach me new skills and offer me better opportunities. I have attached my resume to this letter for you to review my skills in greater detail.

With over two years of experience as a restaurant manager, I know that I can offer your customers a delightful dining experience with outstanding service from which there is no way they could leave unhappy. I am a hard worker as well as a fast learner. I take pride in all my work, so I always make sure that whatever I am serving to a guest looks presentable. Trust me to be the one that will ensure every task is completed higher than your standards.

My communication skills are outstanding, for I am extremely friendly and all about speaking to new customers and creating a dialog that makes them want to come back again. It is a fine line between over-exuberance and professionalism and I know how to walk this line. My high interest in the food service industry is what makes me a successful worker. I have a great personality that everyone seems to love, and my coworkers always feel comfortable approaching me. I strive for seeing a smile on customer's faces' which reassures me that they appreciate my hard work; therefore I'm constantly being pushed to give the customer an unforgettable experience.

Being a professional individual, I know I would be a great member of the team at your restaurant, and ask that you consider employing me. You may reach me at (925)-639-8480 in the event that you would like to call me and set up a time/date for a one-on-one interview.

Sincerely,

Shawnjit Sidhu