

# Autumn Levandoski || Autumnrose818@AOL.com

5553 1/4 Case Ave. North Hollywood CA, 91601

\*\*Email is the best way to contact me, Thank you\*\*

Please, I can't afford a new phone at this time.

## OBJECTIVE:

I'm seeking a position as a server, where my strong organizational skills, hospitality skills, and education will allow me to be a positive contribution to the restaurant.

## EDUCATION:

Associates of Science- Culinary Arts

The Art Institute of CA- Hollywood || Jan. 2010- Sept. 2013.

## SKILLS PROFILE:

<ul style="list-style-type: none"><li>-An eager, "go-getter", attitude.</li><li>-Work with integrity; take pride in hard-work.</li><li>-6+ years of hands-on experience in fast- casual &amp; full service concepts.</li><li>-Strong understanding of multiple types of restaurant services, ingredients, &amp; cuisines.</li><li>-Strong attention to detail.</li><li>-Strong understanding of steps of service &amp; guest service etiquette</li><li>-Demonstrated ability to self-manage</li><li>-Strong ability to work in a team, as well as independently</li><li>-Resourceful; proven ability to think on my feet</li><li>-Demonstrated ability to multi-task.</li></ul>	<ul style="list-style-type: none"><li>-Excellent communication; proven ability to communicate with management, FOH &amp; BOH.</li><li>-Able to stand and/or walk for an extended amount of time.</li><li>-Able to anticipate, identify, &amp; fulfill guests' needs</li><li>-Strong ability to uphold all Safety &amp; Sanitation standards &amp; procedures</li><li>-Good understanding of managing kitchen work when needed</li><li>-Honest, down-to-earth &amp; enthusiastic</li><li>-Experience with MS Word/Excel/PowerPoint, and Micros and Aloha systems</li><li>-Fluent in English; Sufficient in Spanish</li></ul>
---	---

## EMPLOYMENT HISTORY:

### **Food Runner/ Expo. | May 2012- Apr. 2013**

*Saddle Ranch Chop House | Universal City, CA*

- Deliver food to the guests
- Ensure that food is delivered quickly and of the good temperature
- Provide and maintain all foodstuff for restaurant
- Transfer food items to and from kitchen
- Maintain relevant supplies
- Keep work area clean

### **Server (Opening Team). | Feb 2012- May 2012**

*Planet Dailies/Mixology 101 | W. Hollywood, CA.*

- Greet guests and accompany them to their tables
- Present menus and respond any questions regarding menu items
- Serve food and beverages
- Check regularly with guests to make sure that they are enjoying their meals
- Take necessary action to resolve any complaints
- Prepare and serve specialty dishes at tables
- Inform patrons of each day specials

- Describe meal constituents and cooking methods to patrons
- Take dishes and glasses away from tables and counters
- Prepare list of overall meal costs along with sales taxes
- Stock service areas with supplies; coffee, food, tableware, and linens

### **Barista/Cashier. | Apr. 2010- May 2011**

*Coffee Bean & Tea Leaf | Burbank, CA*

- Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Clean or sanitize work areas, utensils, or equipment.
- Clean service or seating areas.
- Describe menu items to customers or suggest products that might appeal to them.
- Order, receive, or stock supplies or retail products.
- Provide customers with product details, such as coffee blend or preparation descriptions.
- Receive and process customer payments.

## References

1. Iliana Gravina: (323)382-7228      Former Co-worker at Planet Dailies
2. Kendelle Andrus: (818)497-6865      Former Co-worker at Saddle Ranch Chop House
3. Roxy Almader: (626)394-9883      Former Manager at Market City Caffe