

Stephanie Chiu

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Education

California State University, Fullerton
Bachelors of Science: Health Science
Honors: Cum Laude
Cumulative GPA: 3.5

Date of Graduation: May 2010

Experience

Hyatt Regency, Santa Clara, CA

Cocktail Server

November 2012- May 2014

- Attended to the needs of guests in the lobby bar
- Served alcoholic beverages as well as food during busy lunch and dinner hours
- Catered to specific dietary needs communicating with the chefs about certain allergies or restrictions
- Performed opening and closing duties such as keeping dining area tidy, stocking glassware and utensils, taking dishes to stewarding, etc
- Handled cash and credit card payment
- Ensured each and every guest left with satisfaction.

Hyatt The Pike, Long Beach, CA

Server

March 2012-October 2012

- Assisted guests in order selection by promoting weekend specials and seasonal beverages
- Visited guest tables to ensure friendly and attentive service
- Coordinated with kitchen staff to make certain dishes were prepared as guests' requested as well as delivered in a timely fashion
- Answered and delivered room service orders, in addition to collecting trays at the end of the evening

Suba Sushi & Tapas Lounge, Long Beach, CA

Server

October 2010-August 2011

- Greeted and seated guests in a welcoming and enthusiastic manner
- Provided detailed descriptions of new dishes on the menu
- Informed guests of upcoming events including "first Fridays" and spring break specials

Oishi Sushi, Placentia, CA

Server

June 2009- February 2010

- Provided prompt and courteous service to lunch and dinner clientele
- Interacted with customers from diverse backgrounds
- Collected payments in the form of cash and credit/debit cards
- Assisted in opening and closing the restaurant

Independent Contractor

April 2009- July 2010

- Assembled marketing materials prior to speaking with potential clients including various health professionals in the South Orange County area
- Researched potential clientele in Orange County for OC Nutrition
- Wrote articles for monthly newsletters
- Served as a representative of OC Nutrition at health related and fitness fairs

Called ^{2/14} on 10/16 @ 2:57pm

Mondays 2011
@ 3:30pm

OC Nutrition, Irvine, CA

Student Intern

September 2008- January 2009

- Helped set up nutrition classes as well as other speaking engagements
- Assisted with fitness testing for Santa Ana College and Santa Ana Police Department
- Assembled marketing materials and traveled with my supervisor as she marketed to potential clients

Blue Lotus Writing Academy, Fullerton, CA

Receptionist/ Front Desk Support

September 2007- January 2008

- Recorded detailed messages for faculty
- Received and recorded tuition payment
- Maintained an ongoing positive and personal relationship with clientele
- Ensured a clean office environment
- Provided new clients with helpful information regarding payment options and classes

Skills

- Developed strong time management practices and interpersonal skills
- Eager to learn new concepts and can easily adapt to new environments
- Technically proficient in Microsoft programs: Word, Excel, Powerpoint, Publisher, and familiar with Outlook