

Gabriella C. Zazofsky

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EDUCATION **B.A. Film** (currently not attending) at Boston University, Boston, MA
Framingham State College, Framingham, MA 2007-2008
Needham High School, Needham, MA 2003-2007

COMP. SKILLS Aloha, OpenTable, Microsoft Word, Excel, and Powerpoint

EXPERIENCE

Server, Lanesplitter Pizza Pub, Oakland, CA	11/2013 – 11/2014
* Greet and seat guests	
* Explain the menu, take orders	
* Input orders to computer	
* Run food and drinks	
* Bus tables	
* Open the restaurant in the morning	
* Serve drinks	
* Wash glassware	
* Stock bar and serving supplies	
 Host/Barback, Marc 49, Oakland, CA	7/2013 - 10/2013
* Greeted guests and led them to tables	
* Maintained clean, organized host stand/foyer/bathrooms/outside area	
* Answered phones, took reservations	
* Watered, bussed, reset tables	
* Trained potential new employees	
* Did office work	
* Increased revenue and improved sales by engaging people in conversation, inviting them in, and upselling	
* Stocked the bar with wine, beer, liquor, ice	
* Bussed and maintained a clean bar	
* Set guests up with water and menus	
* Poured wine and beer	
* Washed and buffed glassware, shakers, etc	
* Helped take and handle orders	
* Ran food	
 Host/Busser, Blue on Highland, Needham, MA	11/2012-5/2013
* Greeted guests and led them to tables	
* Maintained clean, organized host stand/foyer/bathrooms; refilled menus	
* Answered phones; used OpenTable to take reservations	
* Handled take out orders	
* Prepared olive oil, butter, and hummus trays; served them with bread	
* Did barbacking work	
* Emptied trash and linen bags throughout and after shifts	

- * Bussed and reset tables
- * Watered guests' glasses

Host/Runner/Backwaiter, The Oceanaire Seafood Room, Boston, MA 10/10-9/12

- * Set up plates, napkins, silverware, and glassware; stocked server stations during shifts
- * Baked bread, prepped vegetable dishes, and served them to guests
- * Watered guests' glasses, cleared dirty plates, resilvered tables, and ran food during shifts
- * Bussed and reset tables
- * Trained new hosts and server assistants
- * Checked coats, bags, and umbrellas; greeted guests and led them to tables
- * Maintained clean, organized host stand/coat closet/foyer/guest bathrooms
- * Set up raw bar display at the beginning of each shift
- * Answered phones; used OpenTable to put reservations into computer
- * Made lunch floor plans
- * Garnished and ran food from kitchen to tables, ensuring correct dish placement (no auctionin

Sales Associate, Pottery Barn, Chestnut Hill, MA 6/2008-9/2008

- * Assisted customers and raised the level of overall efficiency
- * Handled phone orders
- * Networked with other stores to find available products for customers
- * Worked directly with inventory employees
- * Frequently updated and organized products on the sales floor

Sales Associate, Teavana, Natick, MA 8/2007-9/2007

- * Set up the store as part of the opening team; organized displays to attract customers
- * Sold Teavana products using knowledge of more than 100 teas

Hostess, Bertucci's Brick Oven Ristorante, Needham, MA 5/2005-8/2007

- * Welcomed guests
- * Unofficially shared bussing, expediting, and serving duties
- * Assisted with phone orders
- * Acted as liaison between managers and customers
- * Trained new hosts
- * Organized the floor plan

Self-employed, MaryKay Cosmetics 2001-2005

- * Solicited 90% of business through networking
- * Worked under my mother (was too young to be official employee) but earned own profits
- * Tracked expenses, revenue, and profit
- * Managed inventory
- * Organized and hosted customer product sales events

INTERESTS Travel, music, writing, culture studies/anthropology, photography, dance