

528 28th St.
Oakland, CA
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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
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- * 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
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- * 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