

Krista Fish

213-435-1618 kristafish@yahoo.com

9021PHO, Thousand Oaks

April 2013-March 2015

Server

- Provided excellent guest service.
- Insured orders were input correctly.
- Insured tables were properly set for guests at all times.
- Knowledgeable on Micros and Squirrel POS.
- Followed company guidelines.
- Insured restaurant was properly opened and closed.

Supervisor/Server2

- Assisted General Manager to make daily roster decisions.
- Assisted with scheduling trained team members to insure company guidelines were met and exceeded.
- Managed a staff of 15.
- Made day to day business decisions.
- Made sure all guests were happy at all times.
- Insured that employees didn't go into overtime to keep labor down.
- Made large orders for restaurant supplies.
- Ran nightly reports.
- Opened and closed restaurant as the General Manager would.

BJ's Restaurant and Brewhouse, Westlake Village, CA

Hostess

June 2011 - December 2011

- Greet guests with a warm and sincere welcome.
- Answering the telephone, booking reservations and moving tables together to accommodate large parties.
- Monitoring the open dining sections of the restaurant for empty and cleaned tables.
- Monitoring the guest waiting list, and ensuring that the needs of the guests are met while they are waiting.
- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Always have a positive attitude towards guests and co-workers.

Education

Moorpark College Moorpark, CA
Learning Post High School, Valencia, CA

2012
2007

Skills/Qualifications

- Telephone skills, Verbal Communication
- Microsoft Office Skills, Type 65wpm
- Professionalism, Organization
- Handles pressure, Hands-on learner
- Hard worker