

Larissa N. Cotton
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EDUCATION

Aragon High School San Mateo CA
San Mateo High School graduated May 2012, GPA 3.00
College of San Mateo, GPA 3.00

WORK EXPERIENCE

Dave & Busters- Server
Westchester, CA
February 2014-March 2014

- Greeting guests, promptly taking guests orders
- Serving guest
- Memorization of a large menu
- Serving alcohol & alcohol knowledge
- Keeping side work done
- Working on Micros

Johnny Rockets- Server
Redwood city, CA
August 2013-Febyuary 2014

- Greeting guests, taking guests orders
- Serving guests
- Keeping a clean workspace
- Memorization of the menu

Red Robin - Hostess
San Mateo, CA
November 2012-April 2013

- Greeting guest, seating guest, greeting tables, drink orders.
- Answering phones, recording reservations.
- Keeping a clean work space, collecting menus, keeping bathrooms clean.

SKILLS

Serving experience, catering experience, customer service, sales associate skills, hospitality, POS register knowledge, Micros knowledge, regular cash register experience, computer literate, typing 60 wpm, proficient with Microsoft Word and Internet explorer, answering phones.