

GINA MONTOKA

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Professional Summary

Skills

- Customer and Personal Service
- Service Orientation
- Coordination
- Critical Thinking
- Social Perceptiveness
- Food Production
- English Language
- Time Management

Experience

Club Server

Yoshis of Oakland

Nov 2016 -May 2017

Oakland, ca

Serve food and beverages to guest
memorize and explain menu to guest
clean and prepare dinning areas
complete and oversee sidework
open and close restaurant

respond to guest inquiries and request promptly
great all guest with outstanding hospitality

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Maintain scheduling and event calendars.
- Manage projects or contribute to committee or team work.
- Order and dispense supplies.
- Train and assist staff with computer usage.

Food/Cocktail Server

3000 Broadway

Sep 2014 -Dec 2016

Oakland, CA

Cocktail Server

Lewer's St Annex

Apr 1998 -Jul 2000

Honolulu, HI

Education

High School Diploma

Thornton High School

Daly City, CA

Associate of Arts

CCSF

San Francisco, CA

San Francisco, CA

California Food Handlers Certificate