

GINA MONTOYA

P.O. Box 510
San Francisco, CA 94110

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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 Nov 2016 -May 2017
Yoshis of Oakland 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 Sep 2014 -Dec 2016
3000 Broadway Oakland, CA

Cocktail Server Apr 1998 -Jul 2000
Lewer's St Annex Honolulu, HI

Education

High School Diploma Daly City, CA
Thornton High School

Associate of Arts San Francisco, CA
CCSF

San Francisco, CA

California Food Handlers Certificate