

# Tabitha Gilbert

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## Objective

I'm a friendly, energetic go-getter and I'm seeking a position as a server/cook/hostess/cashier. I have exceptional customer service skills with a 4 year background in high turnover face paced restaurants along with another 2 years specific to cashiering and customer service.

## Education

- Sierra College Grass Valley, Ca
- Nevada Union High School

## Experience

Nov 2008 – March 2010

Night manager Bella Sera Grass Valley, Ca

- Greeted guest, escorted them to their seats and presented them with menus and wine list
- Inform customers of daily specials
- Take orders from customers for food and beverage
- Check with customers to ensure that they are enjoying their meals
- Perform food preparation duties such as preparing salads, appetizers and cold dishes, portioning desserts and brewing coffee
- Served food or beverages to customers and prepare or serve specialty dishes at tables as required
- Season and cooked food according to recipes
- Prepared food to customers wants and specifications
- Completed all orders in a timely fashion
- Portion, arrange and garnish food
- Scheduled and received food and beverage deliveries
- Took inventory of stock and placed whatever orders necessary
- Made sure the restaurant ran efficiently and smoothly during my shifts

July 2007 – Nov 2008

Line Cook Tofanellis Grass Valley, Ca

- Wash, peel, cut and prepare all fruits and vegetables needed
- Portion, arrange and garnish food
- Season and cook food according to recipes
- Determine how food should be presented and create decorative food displays
- Operate large volume cooking equipment such as grill and deep fryers
- Prepare and cooked foods of all types
- Read food order slips and followed customers specifications

Oct 2006 – July 2007

Server/Cashier Uptown Burrito Grass Valley, Ca

- Take orders from customers for food and beverage
- Check with customers to ensure that meal was up to their specifications
- Collect payments from customers
- Issue receipts, change, refunds or credits to customers
- Stock service stations with supplies

Jan 2004 – Oct 2006

Cashier/Deli Penn Valley Market Penn Valley, Ca

- Operate cash register, handle money, give correct change
- Issue receipts, refunds
- Process merchandise returns and exchanges
- Customer service
- Stock shelves and price items on shelves
- Mix ingredients for salads, fruit salads, vegetable salads and pasta salads
- Cut, slice or grind meat
- Wash, peel and cut various foods

## References

- Amie Davis (530)913-7870 [amie@retailsearchgroup.com](mailto:amie@retailsearchgroup.com)
- Danielle Marshman (707)570-5799 [hairmajesty1@gmail.com](mailto:hairmajesty1@gmail.com)
- Heather Madison (530)263-7571 [heatherw@charisyouthcenter.org](mailto:heatherw@charisyouthcenter.org)