

# **Elisabeth Taub**

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**OBJECTIVE:** Seeking further experience in the hospitality industry that will enable me to use my strong communication skills, friendly personality, and sales experience while providing exceptional service to every guest.

## **QUALIFICATIONS SUMMARY**

- 11 years of hospitality experience
- Previous experience as a bartender and cocktail waitress in a fine dining and high volume atmosphere
- Strong knowledge of liquor and cocktails for recommendations and upselling
- Able to serve large sections during high volume times while satisfying every guest's needs
- Deliver beverage and food orders in a prompt timely manner
- Strong willingness to learn and adapt in the workplace

### **Communication:**

I excel in communicating with others and paying attention to detail. I am able to effectively communicate with other team members and guests to ensure that every guest has a satisfying experience. I prioritize guests' needs to make sure that they are taken care of with exceptional and enthusiastic service in a prompt manner.

### **Organization:**

With my current workload, I must remain organized to hit all my goals and do well in each area. I am able to remain organized when recording orders while also delivering accurate orders during busy shifts.

### **Problem Solving:**

I am a quick problem solver. I am able to remain calm and enthusiastic during high volume times while maintaining a laid back yet professional demeanor.

### **Documentation:**

Recording information is vital to my success. I am able to quickly and accurately record orders and handle payments to ensure that every guest is taken care of throughout their experience.

## **EXPERIENCE**

### **Sales Associate Levi Strauss & CO 7/11 - 8/12**

At Levis and Strauss I was responsible for outfitting customers, handling a cash register, and tending to customer requests. I adapted to a high volume environment and managed to achieve a selling award for reaching my goal every shift. I learned interpersonal skills while working at Levis which has been beneficial moving forward.

### **Waitress Chili's 6/12 - 10/16**

My job description as a waitress has taught me how to maintain customer service standards to achieve a happy environment for customers. While working for Chili's I started as a host, then worked as a to-go host, and later was promoted to a server. Throughout my career with Chili's I adapted to a fast paced environment, and was responsible for many duties while maintaining a satisfactory dining experience for every customer.

### **Sales Associate River City Petroleum 1/15 - 10/17**

At River City, I learned how to process invoices, promote business, and increase clientele. I have adapted to other administrative responsibilities as well. This position has taught me to be proactive and organized, while providing satisfactory customer relations.

#### **Waitress Sienna 9/16 - 05/23**

Sienna has been extremely beneficial to my service industry skills. As a cocktailer and bartender my responsibilities consist of; Accurately recording orders while partnered with team members to serve food and beverages that exceed our guests' expectations, Deliver enthusiastic service to every guest, Managing closing duties, and assisting customers with making menu choices in a helpful and informative fashion.

#### **Accountant Assistant 11/17 - 05/23**

My position as an Accountant assistant entails various analysis of taxes, financial related documents, and other litigation related work products. I have worked on extensive financial analysis schedules in this role and have gained a lot of knowledge of accounting fundamentals over the period of time I have worked as an assistant. This position requires critical attention to detail and precise focus in order to deliver precise work to my higher-up's.

#### **Bartender/Server 06/23 - Current**

My position as a bartender and server has taught me vital industry skills to succeed in the hospitality field. I am able to prepare alcoholic and non-alcoholic beverages for restaurant and bar patrons. I have extensive experience interacting with guests at the bar top while accurately crafting their cocktails and providing great customer service during high volume times. I am able to promptly and accurately mix ingredients to prepare cocktails and present the bar drink and food menu in an informative fashion to every guest.

### **EDUCATION:**

Major-Sociology, Minor-Business, California State University Sacramento

### **ACTIVITIES & ACCOMPLISHMENTS**

- Maintaining a 3.2 GPA while working 2 jobs
- Graduating CSUS with a Bachelor's degree in Sociology and a minor in Business Administration