

Babette Pagliaro-Jimenez

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Summary of Qualifications

- Over 15 years of quality experience working in the restaurant and hospitality industry
- Excellent customer service skills, working with several regular clientele
- Recognized by past supervisors for being a quick learner who is hard working and has excellent attendance
- Experienced with Micros and POS software
- Ability to safely lift upwards of 50 pounds
- Proficient with: Windows 7, Microsoft Office Suite, Encore, Types 55 – 60 wpm

Professional Experience

Cashier/Customer Service

February 2013 – August 2013

Specialty's Cafe

- Served food and beverage orders to guests as they were prepared
- Operated a POS cash register, and balanced the register at the end of each shift
- Greeted customers as they entered the restaurant, and took food and beverage orders

Server/Bartender

November 2011 – October 2012

Acrobat Outsourcing

- Served food and beverages to guests for banquets and private events in Northern California
- Set up portable bars before events, and checked IDs to verify proof of legal age
- Prepared cocktails and alcoholic beverages for guests at the bar
- Served food and beverages to guests in the dining area in a timely manner
- Handled all financial transactions, and balanced the cash register at the end of each shift

Guest Service Relations/Cashier

May 2011 – July 2011

Boudin Bakery

- Greeted customers as they entered the restaurant, and took food and beverage orders
- Operated a POS cash register, and balanced the register at the end of each shift
- Cleaned the coffee/espresso machine, wiped down tables in the dining area, and swept the front entrance
- Served food and beverage orders to guests as they were prepared
- Refilled juice and soda machines, and maintained a full stock of napkins, utensils, and other baked goods

Bartender

April 2010 – November 2011

Hilton Hotel

Set up portable bars for banquets and private events, and stocked bars with alcohol and supplies

- Supervised a team of over 20 employees, and delegated tasks and responsibilities
- Balanced cash registers at the end of each event, and distributed tips among employees
- Completed a nightly inventory for the amount of alcohol consumed, and reported results to hotel officials
- Used Nextel walkie talkie phones to ensure constant and accurate communication

Education and Training

TEAM Certified	Ovation Food Services	San Francisco, CA	2012
Serv Safe California Food Handler	National Restaurant Association	San Francisco, CA	2011
Medical Administration Coursework	Skyline College	San Bruno, CA	2001
Business Administration Coursework	San Mateo City College	San Mateo, CA	1986
High School Diploma	El Camino High School	South San Francisco, CA	1984