

Michelle Giacalone
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Objective

To ensure the best quality service and work ethic in any situation or position I hold. I have displayed a professional standard and high quality of production in my previous work experiences and continue to strive to create a welcoming, productive, and professional environment in all business establishments.

Abilities

- 3+ years of customer service in the restaurant and financial industry.
- Excellent communication and organizational skills.
- Extremely productive in high stress environments.
- Vibrant personality with a can-do attitude.

Employment History:

April 2012-current Cafe Firenze, Moorpark, CA

Server/Hostess

Dinner server, as well as front desk work such as answering phones and making reservations

October 2011- April 2012 Total Woman Gym & Day Spa, Westlake Village, CA

Front Desk Coordinator/Supervisor

Greeter, file archiving, managerial paperwork, would coordinate the schedule

November 2010 - October 2011 The Elephant Bar & Restaurant, Simi Valley, CA

Server

Dinner and cocktail server, specializing in banquets

July 2009-June 2010 Saketini Asian Bar and Lounge, Napa, CA

Banquet Server

Specializing in large parties and special events

June 2008- July 2010 Pasta Prego Restaurante, Napa, CA

On Call Server/Hostess/Catering

Specializing in catering, also covered shifts as a hostess or server

June 2008- August 2010 Mike Bolen & Associates, Napa, CA

Administrative Assistant

Realtor's administrative support - answered multi-line telephone, forms organization, file archiving, greeter, open house hospitality coordination

Education:

Justin Siena High School,
Napa, California
Diploma, 2010

Moorpark Community College,
Moorpark, California
Associates Degree, 2010-present