

OBJECTIVE: Seeking a position in the Food and Beverage Industry

HIGHLIGHTS OF QUALIFICATIONS

- Excellent customer service skills
- Reliable, fast learner
- Enjoy working with the public
- Team player/able to work independently
- Honest and dependable

RELEVANT SKILLS

Bar Steward

- ◆ Mixed and prepared cocktails, other alcoholic and non-alcoholic drinks
- ◆ Collected payment for purchases
- ◆ Maintained inventories of bar stock and ordered supplies for bar
- ◆ Cleaned and washed bar area and glassware

Waitress

- ◆ Served food and beverages to patrons
- ◆ Took orders and relayed them to kitchen and bar staff
- ◆ Presented bills to patrons and accepted payments
- ◆ Greeted patrons, presented menus, made recommendations and answered questions regarding food and beverages

House Cleaner

- ◆ Followed written and oral instructions
- ◆ Cleaned, disinfected, polished kitchen and bathroom fixtures
- ◆ Washed windows, walls and ceilings
- ◆ Made beds, changed sheets, picked up debris and emptied trash containers
- ◆ Swept, mopped, washed, waxed and polished floors
- ◆ Vacuumed carpeting, area rugs, draperies and upholstered furniture
- ◆ Inspected surfaces to determine appropriate cleaning products to use

WORK EXPERIENCE

- | | |
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| Royal Canadian Legion | Coboconk, ON |
| ◆ Bar Steward , 2000-2009 | |
| Laura Grant | Coboconk, ON |
| ◆ House Cleaner , 1998-2000 | |
| Keneta Grill | Coboconk, ON |
| ◆ Waitress , 1995-1998 | |

VOLUNTEER ACTIVITY

- Norland Volunteer Fire Dept. Ladies Auxiliary
- ◆ Performed fund raising and various duties at community events

EDUCATION

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| Fenelon Falls Secondary School | Fenelon Falls, ON |
| Ontario Secondary School Graduate Diploma | |

REFERENCES AVAILABLE UPON REQUEST