

Entry Level Resume Example


SAMUEL EVANS
1 Main Street, New Cityland, CA 91010 | | C: (555) 322-7337 example-email@example.com

Summary

Food service worker with fast food, retail and customer service experience. Organized, detail-oriented, and hard-working with training in food safety and handling. Deliver orders quickly, take requests, and maintain dining area in a clean and neat fashion.

Highlights

- Hard-working and reliable
- California Food Handlers Card
- Delivers exceptional customer service
- Neat, clean, and professional appearance
- Proficient cook
- Energetic and engaging
- Comfortable standing for long time periods
- Superb communication and people skills
- Friendly and outgoing
- Trainer and mentor

Experience

Server Jun 2012 to Current
Flora's Quick Sit Diner — New Cityland, CA

- Serve fresh, hot food with a smile in a timely manner.
- Prepare and deliver beverage such as coffee, tea, and fountain drinks.
- Record customer orders and repeat them back in a clear, understandable manner to minimize errors.
- Promptly report complaints to a member of the management team.
- Package to-go order items into bags place drink orders into carriers.

Server Jun 2009 to May 2012
Belaire Burgers — New Cityland, CA

- Scheduled activities and equipment use with managers, using information about daily menus to help coordinate cooking times.
- Delivered orders to customers at windows, counters, and tables.
- Correctly received orders, processed payments, and responded appropriately to guest concerns.
- Took necessary steps to meet customer needs and effectively resolve food or service issues.
- Up-sold additional menu items, beverages, and desserts to increase restaurant profits.
- Assisted management with monthly inventory control and weekly stock ordering.

Cashier Jan 2007 to May 2009
Danny's Pizza — New Cityland, CA

- Wrote order tickets and processed customer payments.
- Answered telephone and in-person inquiries.
- Found extra tasks when scheduled duties were completed.
- Worked well with teammates and openly invited coaching from the management team.

Example from myperfectresume