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**Server & Waitress Resume Sample**

6969 Walnut Blvd.,

Minneapolis, MN 44591

(141) 212-5465

pat.jolly@gmail.com

*Formally trained Server with 9+ years of experience. Nationally certified Food Handler with PSCC credentials. Seeking to leverage proven skills and acquired experience into a managerial position to grow your business.*

# Professional Experience

## DALLES HOUSE INN & FINE DINER, St. Croix Falls, WI

## Dining Wait Staff Manager, August 2009 – Present

* Manage wait staff of 25+, serving 35 tables daily for 3-star fine dining establishment
* Clean all work areas, equipment, utensils, dishes, and silverware, and ensure they are stored appropriately in accordance to state law, passing every annual health inspection
* Trained an average of 10 new employees per year in proper food preparation procedures, ensuring attention to safety, hygiene, and team efficiency
* Ensure all 400 sq ft. of the restaurant and lounge exceed state and federal cleanliness standards
* Introduced iPad reservations system, and trained entire staff on use of Table Manager app functions

## 1918 DRIVE IN DINER, St. Paul, MN

## Night Team Lead, July 2007 – July 2009

* Took orders, scheduled wait staff hours, directed night operations with team of 10 maintaining 100% customer satisfaction through entire 3 years of employment
* Coordinated order flow between wait staff and kitchen staff, working to increase order delivery efficiency and reduce customer wait time by an average of 3 minutes

## Night Team Waiter, July 2007 – July 2009

* Took and delivered customer orders in all weather conditions in an efficient and courteous manner all while wearing roller skates

# Education

## CENTURY COMMUNITY COLLEGE, Forest Lake, MN

## *Certificate in Food Handling and Safety, June 2007*

* Part-time Campus Sous Chef

## *Bachelor of Arts Degree in Hospitality & Tourism, June 2006*

* Regular honor roll recipient
* Organized annual food drives for local food shelf

# LICENSES AND CERTIFICATES

* Current ServSafe Food Handler certification
* Minnesota Certified Food Manager (CFM)

# Additional Skills

* Highly skilled leader with skills in delegating tasks, team building, and creating positive customer experiences
* Skilled in Microsoft Office, Cisco Unified Communications phone reservation systems, and TableManager software
* Bilingual (Spanish)

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

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* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
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