

Olivia Mesa

Santa Rosa, CA | 707-123-4567 | omesa@gmail.com

JOB OBJECTIVE: Restaurant Server

SKILLS

- Familiarity with Point of Sale (POS)
- Bilingual Spanish and English
- Proven ability to “upsell” appetizers and dessert
- Skilled in Microsoft office
- Excellent customer service
- Team worker who is able to adapt quickly

WORK EXPERIENCE

Waitress

Longhorn Grill, Santa Rosa, CA

October 2016 - present

- Assisted in setting up of food displays and service stations to increase serve team efficiency
- Wrote patron’s food orders on slips, memorized orders, and managed food resources in a 120+ seat restaurant
- Trained 3 new hosts in providing excellent customer service and conflict resolution techniques

Summer Camp Counselor

Boys & Girls Club, Santa Rosa, CA

June 2016 – August 2016

- Designed and implemented weekly schedule, activities and programming for camp group
- Communicated with parents regarding participant experiences and expectations

VOLUNTEER EXPERIENCE

Food Distributor

Redwood Food Bank, Santa Rosa, CA

August 2016 - present

- Distributed food weekly at school sites countywide
- Assisted in training of new volunteers

EDUCATION

Associate in Arts: General Education

Santa Rosa Junior College, Santa Rosa, CA

May 2019