

Anita Job

Street Number and Address
City Province
Postal Code
(905) 123-4567

Highlights of Qualifications

Valid driver's license and own vehicle
Excellent interpersonal skills
Able to learn new skills quickly
Dependable, organized and punctual
Work well as a team or independently

Employment History

East Side Mario's Restaurant

Server

- Handled cash, credit and debit transactions
- Ensured excellent customer service
- Responsible for room service duties in hotel
- Set tables according to dining room standards
- Greeted, seated and served guests in a courteous manner
- Served food and beverages and made suggestions

Niagara Falls, Ontario

June 2006 to September 2006

Avondale Dairy Bar

Counter Person

- Operated cash register
- Handled cash, credit and debit transactions
- Washed and sanitized counter surfaces
- Served ice cream, poured drinks and shakes
- Greeted customer in a professional and polite manner

St. Catharines, Ontario

June 2005 to September 2005

The Mixer

Cook/ Bus Person/ Dishwasher

- Set and removed dishes during courses
- Monitored and reported supply orders to the manager
- Responsible for food preparations of salads and desserts
- Maintained cleanliness of work area
- Operated industrial dishwasher

Niagara Falls, Ontario

November 2002 to May 2004

The Grocer

Grocery Clerk and Stock Person

- Assisted customers with purchases
- Stock shelves and organized stock
- Set up displays and sales
- Received stock and unloaded trucks
- Organized stock room and fridges
- Kept work area clean

St. Catharines, Ontario
September 2000 to January 2001

Education

St Michael's Secondary School
Ontario Secondary School Diploma

Niagara Falls, Ontario
2006

Achievements

- 2001- 2005 Honours Student
- Completed St. John's First Aid course
- 2000 Achieved Best Player award for soccer

References

Available upon request