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## Club Hostess Resume

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### Job Objective

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To pursue a position of Club Hostess in which my customer service and interpersonal skills can help further the development of the organization.

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### Highlights of Qualifications:

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- Extensive experience of managing banquet services at club
  - Huge knowledge of club safety policies
  - Profound knowledge of menu items and prices
  - Familiarity with food service procedures
  - Proficient with table setting techniques
  - Amazing ability to maintain reservation book
  - Immense ability to address special requests from customers
  - Outstanding ability to regulate restaurant operations by constant communication with servers and kitchen staffs
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### Professional Experience:

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Club Hostess  
Reunion Resort & Club, Baltimore, MD  
August 2007 – Present

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### Responsibilities:

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- Ensured tables and menu cards are clean.
- Maintained the dining hall clean and organized.
- Welcomed customers and escorted them to tables.
- Coordinated with Manager to organize private parties.
- Provided exceptional dining experience for customers.
- Notified Manager about customer complaints.
- Thanked customers upon departure.
- Made seating arrangements for guests with special needs.

Club Hostess  
New Castle Country Club, Baltimore, MD  
May 2004 – July 2007

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### Responsibilities:

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- Emptied and cleaned tables.
  - Ensured tables have silverwares and napkins in place.
  - Answered incoming calls and take reservations.
  - Performed general clerical duties.
  - Managed cash transactions.
  - Adhered to club health and sanitation standards.
  - Checked dining rooms for seat availability.
  - Followed dress codes and professional demeanor standards.
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### Education:

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Bachelor's Degree in Restaurant Management  
Quincy University, Quincy, IL

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