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## Dining Room Greeter Resume

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### Job Objective

To secure the position of Dining Room Greeter in a reputable company that will allow me to utilize acquired skills and experience.

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### Highlights of Qualifications:

- Substantial experience in providing customer services for food and beverage industry
  - Thorough knowledge of service ware and table settings
  - Outstanding knowledge of menu items and prices for service procedures
  - Ability to maintain optimal safety standards in assisting clients
  - Ability to coordinate with clients verbally
  - Solid understanding of resolving every customer issue efficiently
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### Professional Experience:

Dining Room Greeter  
Starwood Hotels and Resorts Worldwide, Manchester, NH  
August 2012 – Present

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### Responsibilities:

- Ensured compliance to environmental, health and safety policies.
- Coordinated with customers and ensured orderly movement within dining room area.
- Monitored immediate surroundings and assisted in removal of debris efficiently.
- Ensured optimal customer service experience for guests coming to dining area.
- Maintained knowledge of products served within dining room areas and provided assistance to customers.
- Prepared reports to be presented to centre manager and kitchen coordinator.

Dining Room Greeter  
Horseshoe Baltimore, Manchester, NH  
May 2009 – July 2012

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### Responsibilities:

- Administered and ensured collection of payments from various customers.
  - Assisted clients with selection of appropriate cuisine.
  - Developed and maintained professional relationships with various guests and resolved issues.
  - Administered and received restaurant checks and processes payments.
  - Maintained inventory of supplies and prepared purchase orders as per requirement.
  - Inspected dining room services and ensured neat and clean facility always.
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### Education:

Associate Degree in Hospitality  
North Country Community College, Saranac Lake, NY

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