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## Party Hostess Resume

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### Job Objective

A talented Party Hostess with great hospitality skills and customer service experience looking for a job in a well known organization.

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### Highlights of Qualifications:

- Huge experience in hosting parties
  - Exceptional knowledge of food and beverage industries
  - Profound knowledge of customer service operations
  - Familiarity with food service techniques
  - Proficient with banquet services
  - Amazing ability to provide friendly services to customers
  - Outstanding ability to address customer complaints in a professional manner
  - Immense ability to multi-task to meet deadlines
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### Professional Experience:

Party Hostess  
Strick & Co., Inc., Independence, KY  
August 2007 – Present

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### Responsibilities:

- Assisted in setting-up banquet halls for parties.
- Reviewed seating arrangements.
- Arranged party supplies and equipment in banquet hall.
- Greeted and directed customers to the tables.
- Served food and beverages.
- Assisted in cleaning and bussing tables.
- Maintained enthusiastic environment when working with kids.
- Communicated with customers and accommodated their requests.

Party Hostess  
Ultimate Game Truck, LLC, Independence, KY  
May 2004 – July 2007

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### Responsibilities:

- Managed party reservations in an efficient manner.
  - Planned seating arrangements as per customer preferences.
  - Ensured that tables have silverwares and napkins in place.
  - Managed customer flow in service stations to prevent overcrowding.
  - Notified servers about special requests from customers.
  - Conducted party within the allotted time.
  - Planned children's activities for birthday parties.
  - Maintained the party hall clean and organized.
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### Education:

Bachelor's Degree in Event Management  
Wesleyan College, Macon, GA

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