

LINDSEY DOW

EDUCATION

Scottish Police College

Tulliallan Castle, Fife, United Kingdom
June 2014 – October 2014

Cults Academy (High School)

Aberdeen, United Kingdom
July 2005 - May 2011

WORK EXPERIENCE

HOSTESS

Eloise Nichols Grill & Liquors, Houston, Texas

March 2022 – September 2022

- Welcome guests into the restaurant in a warm and welcoming manner.
- Answer the phone, manage reservations, and handle any customer requests.
- Allocate a seating plan and accommodate walk-in table requests, using OpenTable.
- Taking to-go orders and submitting the orders to the kitchen, using Toast.

FARM WORKER

Dow (Scotland) Limited, Aberdeen, United Kingdom

February 2020 – October 2020

- Operate tractors and machinery to harvest crops.
- Operate forklifts to load and unload boxes of crops from trailers.
- Participate in the inspection, grading, sorting, storage and post-harvest treatment of crops.

POLICE OFFICER

The Police Service of Scotland, Aberdeen, United Kingdom

June 2014 – February 2020

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor and criminal laws, and promoting good community relations.
- Record facts and interview witnesses to prepare reports that document incidents or crimes.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Testify in court to present evidence or act as witness in traffic and criminal cases.

PHONE:
713-367-5425

ADDRESS:
2311 Mid Lane, Apt 817, Houston, TX,
77027

EMAIL:
Lindsey.dow22@gmail.com

ABOUT ME

I am from Scotland, UK and moved to Houston in October 2020. I am looking for something to keep me busy and to hopefully meet some fun new people along the way!

I have previous Hostess experience and I am trained in using OpenTable and Toast.

In my spare time, I love going to the gym and hitting the mountains to enjoy snowboarding season!

QUALIFICATIONS

CULTS ACADEMY

Higher Grades (2010 - 2011)

Geography - A
Mathematics - B
Chemistry - B
Biology - C
Chemistry - C
Physics - C
Human Biology - C
English - D

CULTS ACADEMY

Standard Grades (2009)

Mathematics - 1
English - 2
Geography - 1
French - 1
Biology - 2
Chemistry - 1
Physics - 2
Physical Education - 1

RECEPTIONIST

The National Health Service, Aberdeen, United Kingdom

May 2013 – May 2014

- Operate telephone to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct them to specific departments.
- Hear and resolve complaints from customers or the public.
- File and maintain patient records.
- Schedule appointments and maintain and update appointment calendars.

WAITRESS/BAR STAFF

The Ferryhill House Hotel, Aberdeen, United Kingdom

May 2011 – May 2013

- Stock bar with beer, wine, liquor, and related supplies such as ice, glassware, napkins, or snacks.
- Clean bars, storage areas, work areas, and tables.
- Escort customers to their tables, present menus, making recommendations upon request.
- Serve food or beverages to patrons; ensure customers are satisfied with their meals and remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Collect payments from customers.

WAITRESS

The Maryculter House Hotel, Aberdeen, United Kingdom

July 2010 – May 2011

- Take food orders and relay orders to the kitchen.
- Stock service stations with items such as ice, coffee, food, tableware, linen, napkins, and straws.
- Roll silverware, set up food stations for breakfast and prepre dining areas for dinner service.
- Prepare tables for meals, including setting cutlery, table linen and glassware.
- Present menus to patrons and taking food and beverage orders.
- Serve food or beverages to patrons and remove dishes to the kitchen afterwards.

SKILLS

- Great communication skills.
- Work well alone, or as part of a team.
- Able to remain focused and calm during stressful working environments.
- Good problem-solving skills.
- Proactive person, good at identifying tasks which need completing.