K H A L I D A V A L O S

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**Work Experience**

 **VEA, NEWPORT BEACH, CA**

*Food runner, Jul 2022-*

* Keep the kitchen station clean and organized.
* Obtain and maintain a working knowledge of all food menus.
* Assist all servers, bartenders and managers for proper delivery of food.
* Communicate effectively and courteously with the chefs, guests and team.
* Perform calmly and effectively under stressful conditions.
* Promote an atmosphere of teamwork by assisting the team.

 **ANQI BISTRO, COSTA MESA (SCP), CA**

 *Food runner, Nov 2021- May 2021*

* Ensure all orders meet presentation standards and special requests have been acknowledged
* Act as a liaison between guests, servers and kitchen staff.
* Enthusiastically transport and deliver orders in a timely manner.
* Work harmoniously and professionally between co-workers and supervisors.
* Maintain discretion and confidentiality including matters relating to guests, staff, the restaurant and company.

 **NOBU, NEWPORT BEACH, CA**

 *Barback, Jul 2020- May 2021*

* Maintain complete knowledge of the restaurant features, beverages/ cocktails/wines/ etc. cuisine, general information.
* Assist the bar and foh staff with any other bar/beverages needed.
* Set up and breakdown procedure of the bar/ dispense area.
* Cleaning and maintaining the dispensed bar area at all times.
* Maintain knowledge of restaurant standards, policies and procedures.

 **CILEK KIDS ROOM, COSTA MESA (SOCO), CA**

 *Sales/ E-commerce, Sep 2018- Aug 2019*

* High energy and enthusiasm when greeting a customer in person or on the phone.
* Running all sales orders/ freight from start to finish via ups, overstock, amazon, shopify, usps.
* Contacting buyers about purchases and explaining any questions they have.
* Knowing the product materials, parts, location of warehouses, etc.
* Handling all emails/ calls about business and potential buyers.
* E-commerce knowledge; social media.

 **FASHION ISLAND HOTEL, NEWPORT BEACH, CA**

 *Host/ Food runner, Aug 2016 - Feb 2017*

* Greeted newly seated guests, take orders and deliver a light appetizer to table with excellent service.
* Monitored guest areas and responded to requests or cleaning needs promptly.
* Served regular and large-parties, ran food and beverage deliveries.
* Completed end-of-shift cleaning duties to maximize dining area cleanliness.
* Responsible for creating an impeccable experience from start to end.
* Superb interpersonal skills.

  **E D U C A T I O N**

 IRVINE VALLEY, IRVINE, CALIFORNIA

 *Completed coursework towards* EMT, Aug 2017

 COASTLINE COMMUNITY COLLEGE, NEWPORT BEACH, CALIFORNIA

 *Completed coursework*, Sep 2016

 EARLY COLLEGE, COSTA MESA, CALIFORNIA

 *High School Diploma,* Jun 2015

 **A D D I T I O N A L S K I L L S**

 Ownership, passion, empathy, project management, strong work ethic, curiosity, interpersonal, customer service, critical thinker, fast-paced environment,technologically savvy spanish fluency, positive attitude, work well with others, reliable, resourceful, problem solver.