| Selena HoulI am a highly driven college undergrad seeking professional experience to gain skills and lend my knowledge of customer service. I would also describe myself as an extremely fast learner with a great ability to manage a fast paced work environment while staying organized.  | 7100 Old Katy RdHouston, 77024**(719) 289-4415****selenahoul80@gmail.com** |
| --- | --- |
| EXPERIENCERA Sushi, Houston, TX— *Hostess, To-go*January 2022 - Present-Determine seat/dining flow -Food Running-Manage reservations -Pre-bussing-Answer and direct calls -Handle payments-Take orders -Greet guests-Manage To Go orders -Stock bar-Perform opening/closing -Operate POSChar, Memphis, TN— *Receptionist, Hostess*March 2021 - December 2021-Determine seat/dining flow -Food Running-Manage reservations -Stock silverware-Answer and direct calls -Handle payments-Take orders -Greet guests-Manage To Go orders -Stock silverware-Perform opening/closing -Operate POSDave & Busters, Denver, CO — *Front Desk/Host/Game Tech*April 2018 - January 2020-Greet guests -EOD accounting-Handle cash/payments -Stock all areas-Answer/direct calls -Maintain cleanliness-Seated guests -Inventory-Repair games -Manage flow from entranceEDUCATIONUniversity of Houston, Houston, TX— Fall 2022 - Present - Institutional GPA: 4.0 - Rocky Mountain Scholar, Page Foundation Scholar, James Madison Scholar | SKILLS* Time/project management
* Customer Service and Sales
* Organization/attention to detail
* Communication
* Friendly/Inviting
* Microsoft Word/Excel/PP/Office
* Google Workspace
* POS
* Open Table

LANGUAGESEnglish, Khmer(intermediate)**REFERENCES** David Manager RA Sushi 832-820-0843 - david23mejia@icloud.comTanya Tach- Manager RA Sushi 303-850-9715- ttthach16@aol.comChad Deman-Manager Dave & Busters 303-319-6150 chad.deman@daveandbusters.com |