| Selena Houl  I 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 Rd  Houston, 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 POS Char, 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 POS Dave & 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 entrance EDUCATIONUniversity 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  LANGUAGES English, Khmer(intermediate)  **REFERENCES**  David Manager RA Sushi 832-820-0843 - david23mejia@icloud.com  Tanya Tach- Manager RA Sushi 303-850-9715- ttthach16@aol.com  Chad Deman-Manager Dave & Busters 303-319-6150 chad.deman@daveandbusters.com |