

Spencer Duane

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EXPERIENCE

Le Colonial - Houston TX – *Upscale Lead Host*

JAN 2023 – PRESENT

- Greeted guests, checked reservations, and seated them.
- Swiftly and professionally addressed any guest concerns escalating to management when necessary.
- Managed the reservation log with accuracy and detail, noting any special occasions and/or requests.

Picnik Montrose - Houston TX – *Lead Server/Trainer*

FEB 2023 – PRESENT

- Maximized Picnik team performance by training new employees on proper food handling, guest expectations, and restaurant protocols.
- Memorized over 20 menu items including food, wine, and cocktails to provide recommendations and answer questions when necessary.
- Warmly greeted new and returning guests and developed relationships resulting in guest loyalty.

Snooze A.M. Eatery - Dallas TX – *Server*

JAN 2019 – MAY 2021

- Served breakfast and lunch to 40-80 guests per shift.
- Assisted team members with food running, table touches, and side work.

SKILLS

- Leadership • Toast POS • Micros POS • Clear Communication Skills
- Organization • Time-management • Critical Thinking and Problem-Solving

EDUCATION

Andrew Jackson High School - *High School Diploma, New York, 2015*