

# Ashlyn Gibbs

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Experienced team player looking to join your team and contribute to your company in a positive manner. While experienced in the food industry as well as data entry, I strive to be a quick and efficient learner to strengthen my skills. I am reliable, trustworthy, and could be a great asset to your team.

## Skills

- Fast learner
- Critical Thinker
- Multitasking
- Social Perceptiveness

## Experience

### **Del Friscos Grill** Irvine, CA

Hostess | December 23' - Current

- Greet and seat guest
- Answer phones, set up/ confirm reservations
- Knowledge using open tables
- Food running

### **Marble Steakhouse & Grille** Irvine, CA

Server | September 23' - Nov 23'

- Greet and seat guest
- Memorize menu and specials
- Accurately take orders
- Make drinks & cocktails / Food run

### **North Italia** Irvine, CA

Hostess | October 22' - May 23'

- Greet guest and assisted with reservations
- Answer phones, confirm or set up reservations, take to-go orders
- Experience with open tables
- Occasional food runner

### **Veri-tax** Irvine, CA

Caller/Processor | August 20' - January 22'

- assist in processing home loans, refinancing, etc.
- type and record calls made with employers and cpas
- process and handle secure / sensitive information
- make calls to request employment verifications through trusted human resources and/ or payroll representatives

### **CAVA** Irvine, CA

Associate | September 18' - June 19'

- greeting guests and taking food and beverage orders

- worked on an assembly line
- clean and organize eating, service, and kitchen areas
- food/ beverage prep

#### Education

Woodbridge High School | Irvine, CA | Graduated June 2018