

# Jamie Lee

IRVINE, CA  
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## Education

AUGUST 2023 - PRESENT

### California State University, Fullerton

*Bachelor of Science in Business Administration Candidate*  
University Honors Program | American Marketing Association

Fullerton, CA

*Expected Graduation in May 2027*  
Dean's List Fall 2023 | 4.0 GPA

AUGUST 2019 - JUNE 2023

### Woodbridge High School

High School Diploma | 4.0 GPA | California Scholarship Federation

Irvine, CA

*Graduated in June 2023*

## Work Experience

AUGUST 2021 - JUNE 2023

### Veggie Grill

*Hostess | Expo*

Irvine, CA

- Displayed menu knowledge through recommending menu items and suggesting appropriate substitutions for food allergy concerns at a Vegan, plant based restaurant
- Worked with POS system to place orders and card payments for 90+ dine in guests, 15+ third party delivery orders, and handled \$250+ cash daily
- Took Paycom EXPO training course then worked EXPO station to effectively communicate with BOH and FOH to meet goal ticket times
- Trained 5+ colleagues on POS systems, food handling, restaurant cleanliness standards, and encouraged upselling to uphold responsibilities

APRIL 2021 - SEPTEMBER 2023

### Hen House Grill

*Hostess | FOH team member*

Irvine, CA

- Learned over 40+ Iranian, authentic cuisine dishes to help suggest suitable menu options to customers
- Maintained efficiency and hygienic restaurant environment by restocking supplies and arranging food preparations during downtime for expected busy periods
- Successfully organized and executed 5+ catering orders for large parties and outdoor patio, by rearranging the rooms and quickly attending to 50+ guests for private events

## Skills

Technical skills

Proficient in POS systems, cash handling, phone etiquette, customer service

Languages

Proficient in English and Korean, Beginner Spanish

Certifications

Food Handlers Certification (Issued by eFoodHandlers)

*Issued July 2021*