

The logo consists of the letters 'M' and 'P' in a stylized, italicized serif font, separated by a diagonal slash.

MARIA A. PRADO

About

Strong expertise is customer service with more than 10 years of experience ranging from fast paced offices to fine dining restaurants. Excellent communication skills, quick learner and able to work flexible hours. Highly interested in obtaining an entry-level position with a major industry and having the opportunity to grow within the company.

Skills

- Bilingual
 - Detail Oriented
 - Organization & Planning
 - Computer Skills – Microsoft Word, PowerPoint, Photoshop & Outlook
 - Multimedia Skills
 - Social Media Skills
 - Adaptability and ability to work without supervision.
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Education

Warren Travis White High School

Diploma

2009 – 2014

- 3 years in Deca, a class that prepared students to become emerging leaders and entrepreneurs in Marketing, Finance, Hospitality and Management.
- Multimedia and Media Technology

Experience

Host / Food Runner

Culinary Dropout / *Dallas, TX 75207* / June - Present

From Greeter to Coordinator, I work with a team to ensure that guests are taken care of and maintain the flow of the restaurant. When not a hostess, I work alongside with Chef, ensuring food is properly garnished and presented before delivering to the guest. Strong communication skills and detail oriented for both positions.

Maître D'

La Mina / *Dallas, TX 75206* / 2023 – Present

Oversees the host stand & focuses on guests' needs/special occasions. Receiving and coordinating reservations to assign the corresponding tables. Assist Manager with admin duties and events. Acting as a bridge between the bar, servers, and kitchen to guarantee excellent experience for guests.

Hostess / Maître D'

Far Hospitality / *Dallas, TX 75205* / 2019 – 2022

Started as a hostess and assist with planning, preparation, and organization of events. Engage guests, act as an ambassador of the restaurant in both personality and knowledge. Later was promoted to Maître D'.

Lead Host

CBD Provisions / *Dallas, TX* / 2017 – 2020

Provide a welcoming experience for the guests & assist with private events. Support leadership team with coordinating interviews and general administrative duties as needed. Serve as a liaison for new hires and coordinate the on-boarding experience.