



KYLLIE STUBBS

Kylliestubbs@gmail.com | 9495451487 | Orange, CA 92856

Personal Summary

Skilled team player with strong background in fast pace environments. Works well independently to handle assignments and always ready to go beyond basics assignments. Quick learner with amazing organization skills. Wanting to go above and beyond.

Skills

- Personal services
- Organization Time Management
- Answer multi-line phone systems Prioritization
- Guest Engagement
- Reservations
- POS Software
- Customer Service
- Interpersonal Skills

Work History

Dilyana | Chino, CA

Personal Assistant

03/2020 - Current

- Carried out personal errands, including shopping, payment of bills, and follow-up on home maintenance work
- Handled telephone, email, and postal mail inquiries, personally handling basic questions and compiling lists for management review
- Organized home, cleaning, laundry, etc
- Managed incoming telephone calls and emails.

Sushi Roku | Newport Beach, CA

Hostess

07/2018 - 12/2019

- Managed reservations received through telephone or online interfaces and coordinated seating for appropriate dates, times, and party counts
- Set-up and cleared tables at peak times to seat patrons more quickly
- Seated guests, accounting for special requests and available seating
- Maintained organized hostess station and restocked supplies
- Set-up and cleared tables at peak times to seat patrons more quickly.

Tortilla Rebuplic | Laguna Beach, Ca

Hostess

02/2017 - 03/2018

- Managed reservations received through telephone or online interfaces and coordinated seating for appropriate dates, times, and party counts
- Maintained an even and orderly flow of guests from the reception area into the dining room or lounge, and informed customers of estimated wait times
- Used the POS system to process credit card and cash transactions
- Cleaned and sanitized tables, menus, and dining areas in accordance with company and industry standards
- Memorized menu offerings to provide guests with information and specifics regarding daily specials or featured promotions.