

Jannelle Avila

Mission Viejo, CA 92691

jannellejannelle656@gmail.com

+1 949 506 6277

Work Experience

Hostess/Server/Food Runner

Urban Grill and Wine Bar, Inc.-Lake Forest, CA

August 2024 to Present

- Effectively communicated with guests to understand their preferences and accommodate special requests, resulting in high customer satisfaction ratings
- Assisted in the organization and execution of private events, ensuring exceptional service and customer satisfaction
- Demonstrated exceptional multitasking skills during peak hours, accurately managing XX tables
- Collaborated with kitchen staff to ensure timely delivery of food orders to customers
- Provided recommendations on menu items based on customer preferences and dietary restrictions
- Efficiently communicated food orders from the kitchen to the appropriate servers, ensuring accurate and timely delivery
- Maintained a clean and organized work area, adhering to health and safety regulations at all times
- Collaborated with kitchen staff to ensure all dishes were properly prepared and presented before being served to guests

Gymnastics Coach

Wildfire Gymnastics-Lake Forest, CA

September 2023 to Present

I lead classes of gymnastics from ages 3-16 and trained them according to their skill level. Built confidence in kids helped them train to the best of their ability while teaching them about gymnastics. I am a team player always communicating with my fellow coaches and to parents and kids.

Front Desk Receptionist

CAPISTRANO BEACH CARE CENTER-San Juan Capistrano, CA

August 2022 to August 2023

I answered phone calls for new admissions from hospitals, families and doctors. I worked closely with admissions and administration to help with any patients need or families. I scheduled appointments for residents (doctors, transportation, personal) etc. I gave tours to new families of our facility and helped set up rooms and welcome baskets for new residents. I would help make paper work and fill out packets for new residents. Directed paramedics, firefighters and officers in emergency's. I would help build the social media presence of the company and made sure our lobby was looking clean and organized.

Footlocker Sales Associate

Foot Locker-Irvine, CA

February 2023 to June 2023

I would help customers when finding shoes, answer questions that catered to their needs while updating them on the newest trendiest shoes. I also would handle transactions as a cashier and being a team player to help my co workers when in a rush hour.

Education

High school diploma

Mission Viejo High School - Mission Viejo, CA

August 2020 to May 2024

Skills

- Cash register
- POS
- Time management
- Communication skills
- Basic math
- Office experience
- Customer service
- Organizational skills
- Sales
- Sports Coaching
- Medical receptionist

Languages

- Spanish - Fluent