

Jamie Cogdell

Server

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Delivers exceptional customer service in fast-paced environments while maintaining high level of accuracy and efficiency. Skilled at managing multiple tables, taking orders, and ensuring timely delivery of food and beverages. Conscientious worker with strong work ethic, focused on completing tasks quickly and with minimal errors.

SKILLS

- Exceptional customer service
- Guest engagement
- Menu memorization
- Time management
- Upselling techniques
- Strong work ethic
- Team collaboration
- Attention to detail
- Problem-solving
- Positive and professional

EXPERIENCE

Virtual Assistant

Self Employed, Houston, TX

May 2020 - Present

- Utilized strong communication and interpersonal skills to build and maintain positive relationships with all professional contacts.
- Provided high-level administrative and operational support, demonstrating a proactive approach and strong time management skills to meet demanding deadlines.
- Assisted in the preparation of presentations, documents, and other materials needed for meetings.
- Developed and maintained customer relationships, ensuring a high level of customer satisfaction.

Server

Gooses Acre, The Woodlands, TX

Jan 2018 - Mar 2020

- Provided excellent customer service by anticipating needs and responding promptly to requests.
- Greeted and accommodated guests, building positive experience from first interaction.
- Demonstrated ability to interact with customers in a friendly and professional manner.
- Memorized menu to help diners make informed meal choices.
- Encouraged guests to buy additional items such as appetizers, drinks, and desserts.

Server

Saint Danes Bar & Grill, Houston, TX

Apr 2016 - Oct 2017

- Collaborate with kitchen staff, bartenders, and bussers to ensure accurate and timely delivery of all orders.
- Informed customers of daily specials.
- Suggested additional items to customers to increase restaurant sales.
- Set up linens, dishes, and silverware to prepare tables for customers.
- Checked on guests to verify satisfaction with each course.