

Matthew James

(269) 123-4567 ♦ matthew.james@email.com

SUMMARY OF STRENGTHS

- Highly detailed with ability to carry out tasks with minimal supervision
- Proven ability to work effectively with diverse personalities
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Social Media Platforms
- Ability to converse with Spanish speaking customers

EDUCATION

Bachelor of Arts in Communication

May 2024

California State University Channel Islands, Camarillo, CA

Relevant Coursework:

Principles of Marketing, Management of Organizations, and Interpersonal Communication

WORK EXPERIENCE

Waiter Waypoint Cafe Camarillo, CA March 2019 - Present

- Serve diners with enthusiasm and efficiency
- Comfortable in fast-paced environments, ranging from casual to fine dining
- Ensure tables are enjoying their meals and take action to correct any problems
- Consistently record highest sales-per-shift average among staff

Barista Starbucks Camarillo, CA October 2016 - February 2019

- Update visual marketing by creating signage and displays to attract customers
- Take inventory and replenishing items in display cases, at tables, or behind the counter
- Adhere to all food safety regulations and quality controls by cleaning and restocking
- Regularly asked to train new employees

Server/Hostess Applebee's Camarillo, CA May 2015 - August 2016

- Provided prompt service for more than 75 customers per shift
- Scheduled reservations and helped manage seating in a popular and busy restaurant
- Took food and drink orders from customers accurately and with a positive attitude
- Complete knowledge of the menu, with the ability to make suggestions

VOLUNTEER EXPERIENCE

Tutor Camarillo Academy Camarillo, CA September 2016 - August 2017

- Tutor and mentor about 20 students in second and third grade
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests