**Marley Rivers**

123 Main Street | Reno, NV 89503

Cell: (123) 456-7890

email@example.com

Focused server with experience in providing exceptional guest services during private events and banquets. Dedicated to creating and delivering unique customer experience while upholding service standards and organizational mission. Knowledgeable of safe food handling protocols and workplace safety practices. Looking to apply formal training and hands-on experience to secure a management position with a reputable restaurant or catering company.

**Core Qualifications**

* Banquet and Catering Services
* Customer Service
* Food Preparation and Handling
* Inventory Management
* Event Setup and Breakdown
* Restaurant Management

**Professional Experience**

**BANQUET SERVER**

**6/1/2010 - Current**

**HYATT HOTELS**

**RENO, NV**

* Set up tables, linens, chairs, and serving stations for full service banquet events.
* Maintain clean and organized dining area to facilitate workflows and minimize safety hazards.
* Greet and welcome guests, and respond to specific requests in courteous manner.
* Serve beverage and foods in designated order and quickly remove dishes at end of each course, meal, or function; replenish beverages and check with guests to ensure satisfaction.
* Reset banquet as specified by supervisor to ensure readiness for other functions.

**CATERING SERVER**

**6/1/2006 - 5/1/2010**

**UNIVERSITY OF NEVADA**

**RENO, NV**

* Assembled and delivered food and supplies for catered functions to scheduled locations; prepared hors d’oeuvres, sandwiches, deli platters, and salads.
* Set up buffet tables, and food, beverage, and service items; ensured food items had identifiers or menus; kept display equipment, buffets, and tables clean and free of debris.
* Quickly served customer food and beverages, and followed up with customers to ensure satisfaction or resolve issues.
* Cleaned and packed unused food dishes, utensils, and equipment for removal back to kitchen.

**Education**

**Bachelor of Science: Business, University of Nevada – Reno, Reno, NV - 2014**

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