

Jebediah Smith

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Talented administrative professional and recent graduate in Communication Sciences and Disorders. 2+ years experience in customer service avenues, including receptionist and wait staff positions, that demonstrate a commitment to identifying needs and working hard to accommodate them.

Education

Bachelor of Arts, Communication

Amherst College, Amherst, MA
August 2015 to May 2019

Key Skills

- Strong verbal and written communication
- Customer service skills
- Attention to detail
- Scheduling
- Planning
- Organizing

Professional Experience

Hostess

TGIMonday, Amherst, MA | December 2018 - Present

- Greet guests at the front door and welcome them to the restaurant
- Manage the seating chart, seating guests in rotation based on server sections and capacity
- Bus tables and arrange table settings for new patrons
- Communicate consistently with wait staff and cooking staff to ensure customers receive their food in a timely manner
- Expedite to-go orders, including adding sides, plastic silverware and condiments to prepare for pick-up

Receptionist

Morty's Salon, Amherst, MA | May 2016 - July 2017

- Greeted guests at the front door and welcomed them to the salon
- Looked up reservations in the management software to ensure customers were attended to on time
- Answered phones and booked appointments for clients
- Kept the salon clean, including washing out sinks, wiping down chairs, sweeping floors and keeping the front desk tidy