

Emma Anderson
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Profile

Aspiring food service professional who is a recent college graduate with a degree in Hospitality Management, bilingual in English and Spanish, and both SafeServ and CPR certified.

Education

Associate of Arts with a Certificate of Achievement in Hospitality Mgt

PASADENA CITY COLLEGE, September 2018 – June 2020

Relevant Coursework

- Introduction to the Hospitality Industry
- Survey of Computer Technology in Business
- Hospitality Supervision and Human Resource Management
- Bookkeeping
- Hospitality Sanitation, Safety & Environmental Issues
- Practicum in Hospitality

Key Skills

- Food safety
- Point of service computer systems
- Customer service
- Food prep and presentation
- Bilingual: English and Spanish
- Strong memory

Job Experience

Hostess/Hospitality & Tourism Intern, Meritage Resort & Spa, Napa, CA

Summer 2019

- Welcomed guests in a warm and friendly manner
- Seated guests and manage the seating chart
- Provided patrons with accurate wait time estimates during busy periods
- Cross trained on the front line positions to understand how hotel management coordinates services to provide enjoyable visits and experiences
- Mastered lodging, conference services, and food and beverage positions through training and practice
- Rotated Server, Hostess/Host, Food Runner, Bartender, & Expo throughout your internship

Certifications

- Safe Serve Food Safety Manager 2018
- SafeServ Food Handler 2018