

# CARLY WILLIAMS

Collaborative Waitress with nearly seven years’ experience at popular Italian restaurants.  
Enjoy working on a team to provide guests a memorable and positive dining experience.  
Bilingual: Fluent in English and Spanish.

Philadelphia, PA 12345  
carly@email.com  
(123) 456-7890  
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## PROFESSIONAL EXPERIENCE

### WAITRESS

Le Virtu, Philadelphia, PA | April 2019 to Present  
[Rustic Italian restaurant with 75 seats]

- Take and serve food and drink orders to patrons of this popular local restaurant
- Proactively learn new seasonal food and cocktail menus to provide guests up-to-date information on menu and specials
- Use POS system to input orders and process cash, debit, credit, and gift card payments
- Perform side work (including setup, sanitization, restocking, and assisting other servers) to help maintain a clean, efficient facility

#### Highlight:

- Named “Employee of the Month” 3 times for top-quality customer service and team support

### WAITRESS

Birra, Philadelphia, PA | June 2016 to April 2019  
[Casual Italian restaurant with 90 seats]

- Took orders and promptly delivered food and beverages to guests
- Increased personal sales 20% by effectively promoting specials and food-alcohol pairings

## EDUCATION

Candidate: Bachelor of Arts (BA) in English  
Temple University, Philadelphia, PA | expected May 2023

## KEY SKILLS

- Customer Relations & Service
- Efficiency Improvement
- Food & Beverage Service
- Menu & Ingredient Memorization
- POS Systems (Toast, Upserve)
- Payment Processing
- Process Streamlining
- Product Sales & Promotions
- Task Prioritization
- Team Collaboration

## LANGUAGE

- Fluency in Spanish