Matthew Applicant

789 Billings Blvd. • Paw Paw, MI 49079 • (269) 123-4567 • matthew.applicant@email.com

WAITER

*Serving diners with enthusiasm and efficiency*

Can handle a high volume of customers in fast-paced environments, ranging from casual to fine dining.

Key skills include:

|  |  |
| --- | --- |
| * Friendly, outgoing, and personable
* Multitasking
 | * TouchBistro, Toast, and Upserve experience
* Quick learner
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PROFESSIONAL & VOLUNTEER EXPERIENCE

BETH’S BISTRO, *Paw Paw, Mich.*

**WAITER** (July 2017—Present)

Provide service for patrons at a fine-dining establishment.

*Notable accomplishments:*

* Consistently record highest sales-per-shift average among staff.
* Regularly asked to train new employees.

AUSTIN’S STEAKHOUSE, *Mattawan, Mich.*

**WAITER** (August 2016—June 2017)

Took orders, served meals, set and cleared tables, and dealt with the exchange of money at a fast-paced restaurant.

TOLL’S PANCAKE GRIDDLE, *Paw Paw, Mich.*

**HOST** (June 2015—July 2016)

Scheduled reservations and helped manage seating in a popular and busy restaurant.

PAW PAW NORTH ELEMENTARY SCHOOL, *Mattawan, Mich.*

**VOLUNTEER TUTOR** (September 2016—Present)

Tutor and mentor second- and third-graders in reading.

EDUCATION & CREDENTIALS

**KALAMAZOO VALLEY COMMUNITY COLLEGE**, *Texas Twp., Mich.*

Associate of Arts degree, expected 2020

**PAW PAW CENTRAL HIGH SCHOOL**, *Paw Paw, Mich.*

Diploma, 2016