Angela Booth  
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Fredericton, NB  
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**Work Experience**

2014 - Present  
Fredericton, NB Hostess | Sue's Spaghetti Shop

* Manage online and telephone reservations to coordinate bookings
* Present and explain tabletop tablets for guest payment and entertainment
* Collect and organize guest comment cards and relay feedback to management

2012 - 2014  
Keswick, NB Hostess | Tasty Bar & Grill

* Presented menus and children’s activity books to guests
* Assisted with drink orders as needed
* Greeted guests warmly and accommodated special table requests or seating needs

2010 - 2012  
Keswick, NB Hostess | Big Burger Tavern

* Maintained a clean and organized waiting area
* Communicated with bussers and management to provide prompt seating and efficient turnover
* Set up tables, opened the restaurant daily

**Education**

2008 – 2012 Keswick High School *HS Diploma*  
Keswick, NB

**Additional Skills & Interest**

* Strong communication and interpersonal skills
* Ability to handle challenging guest situations in a calm and polite manner
* Flexibility for extended shifts or irregular scheduling
* Outstanding time management and organization skills