

↓左上に個人情報をもとめる

CONTACT

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📍 Burnaby
🌐 linkedin

↑linkedinは記載する

EDUCATION

2015 - 2019

UNIVERSITY

- Bachelor of Business
- Major in international business

2012 - 2013

THE UNIVERSITY OF BRITISH COLUMBIA

- Study abroad experience
- Enrolled in courses focusing on environmental issues

SKILLS

- Strong work ethic
- Exceptional customer service
- Cash handling
- Guest engagement
- Hospitality service expertise
- Customer service
- Cleanliness standards
- Safe food handling

↓飲食店では資格が大事！

CERTIFICATIONS

- ServSafe Food Handler Certification - National Restaurant Association.

LANGUAGES

- English (Fluent)
- Japanese (Fluent)

↓すぐ働けるように記載！

AVAILABILITY

- Weekday 10am to 6pm

TARO SUZUKI

PROFILE

Developed strong customer service and multitasking skills in high-paced restaurant environment. Demonstrates ability to manage multiple responsibilities while maintaining positive and professional attitude. Seeking to transition into new field, leveraging skills in effective communication and team collaboration.

WORK EXPERIENCE

- Restaurant name SEP 2023 - APR 2024

Server

↓応募する職種と関係のある経歴を中心に

- Demonstrated strong multitasking skills by managing multiple tables simultaneously without compromising service quality.
- Served food and beverages promptly with focused attention to customer needs.
- Set positive tone for entire dining experience as first point of contact for incoming guests.
- Addressed customer complaints or concerns professionally, ensuring swift resolution and maintaining positive relationships.

↑職歴は動詞（過去形）から始める！職歴の動詞は「Powerful verbs on resume」で調べて強調できるものをピックアップ

- Restaurant name OCT 2022 - FEB 2023

Server Supervisor

- Handled guest complaints in positively and offered appreciation tokens to build customer loyalty.
- Checked establishment, service stands, and aisle area cleanliness before welcoming guests.
- Led team of servers to consistently meet customer service and sales targets.
- Cultivated guest satisfaction and loyalty through consistent commitment to quality service.

↓強調したい経験は太字とアンダーラインを引くと、採用者の目につきやすい！

- Restaurant name APR 2015 - JUN 2021

Server

- Worked with **POS system** to place orders, manage bills, and handle complimentary items.
- Maintained clean and organized dining areas to uphold restaurant hygiene standards.
- Increased sales with upselling techniques and thorough knowledge of menu items, specials, and promotions.
- Performed opening and closing duties, ensuring the dining area was prepared for seamless service transitions.
- Enhanced customer satisfaction by promptly attending to their needs and providing personalized service.

↓ボランティア活動は記載すると◎カナダでは大事！

VOLUNTEERING

BC / Teacher's Assistant

NOV 2024 - NOW

- Supported 25 students, collaborated with the teacher to develop lesson plans and teaching materials.