

JAMIE M. FROST

31422 Green Hills Circle, Boise, ID 83701 • 208.789.1234 • jamiefrost1234@gmail.com

TARGET: FRONT DESK ATTENDANT, GOOD HEALTH GYM

- Academic honor roll student, debate team captain, varsity swim team member, and photography club member completing junior year at Boise High School (expected graduation June 2018).
- Active community member who volunteered more than 30 hours to support a Habitat for Humanity home build (i.e., painting and landscaping) and the Boise Food Bank with meal preparation/service.
- Related work experience as a Dining Room Attendant for DJ's Grill Restaurant, providing exceptional customer service to guests and managers while maintaining a professional demeanor.
 - Earned Employee of the Month award (August 2016) after only two months of employment.

CORE COMPETENCIES & VALUE OFFERED

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|---------------------|---------------------------|---------------------------|
| ✓ Customer Service | ✓ Critical Thinking | ✓ Social Media/Networking |
| ✓ Professionalism | ✓ Interpersonal Skills | ✓ Time Management |
| ✓ Team Motivation | ✓ Effective Communication | ✓ Organization |
| ✓ Integrity & Trust | ✓ Listening | ✓ Creativity |

WORK EXPERIENCE

DJ'S GRILL RESTAURANT, Boise, ID (summer 2016)

Dining Room Host

As the first employee to interact with guests upon arrival, welcomed/greeted customers with a friendly attitude and smile. Escorted guests to tables in the dining room and presented menus, fulfilling special seating requests as needed (e.g., window view, high chair, booster seat, booth/table, etc.). During busy periods, maintained a calm presence, provided wait times to guests, and eased customer concerns.

- Tracked number of clean tables and ensured even distribution of filled tables for servers.
- Between meal rushes, wrapped and tied silverware in napkins to prepare for the next service.
- Answered phones for call-ahead seating and carry-out orders; gathered basic information for large group reservations and special event requests before forwarding to the restaurant manager.
- Assisted with private room set-up for large parties, including helping customers to decorate and/or prepare the room with personal touches for their special events.

EDUCATION

BOISE HIGH SCHOOL, Boise, ID
Junior (expected graduation June 2018)

Achieved honor roll over 10 consecutive semesters and completed advanced courses in math and English.

COMMUNITY INVOLVEMENT

Team Coordinator and Participant, Leukemia & Lymphoma Society Light the Night Walk (May 2016)
Volunteer, Habitat for Humanity (2015-Present)
Volunteer, Boise Food Bank (2015-Present)