

[Name]

[Address], [City] [State] [Zip code] (000) 0000-0000 email@email.com

[Your current title]

[Your career objective]

CORE COMPETENCIES

[Insert your core competencies]	Bilingual in English and Spani	Training new employees
Delivering Food and Drink	Multitasking	Team oriented worker
Excellent Customer Service	Organizational Skills	Business Marketing

PROFESSIONAL EXPERIENCE

[Name of company], [city], [State]

[Date Range]

[Your title]

- Excelling in a fast paced serving environment keeping patrons happy with cold beverages and incredible food
- Processing several orders at a time, bringing their food and drink promptly with a friendly and warm demeanor while paying close attention to detail and accuracy
- Ensuring clients are happy no matter the cost, recognizing that return customers are essential to maximizing overall revenue goals
- Communicating bilingually with chefs and/or bartenders to ensure accuracy and increase efficiency

[Name of company], [city], [State]

[Date Range]

[Your title]

- Developed and implemented on and off-site marketing campaigns
- Scheduled appointments for patients and ensured that there were no overlapping visits
- Documented daily and monthly reports and analyzed the data to make logical business decisions
- Coordinated monthly philanthropic promotions
- Client-Business relationship building, using cost effective techniques

[Name of company], [city], [State]

[Date Range]

[Your title]

- Established and executed on and off-site advertising strategies
- Registered appointments for patients and sent friendly reminders
- Generated daily and monthly reports and analyzed data to give suggestions to senior management
- Patient recruitment involving educating the public of effective wellness programs and rehabilitation services provided by the organization.
- Client-Business relationship building, using cost effective techniques
- Performed various clerical duties to harmonize office work-flow, increase productivity and communication

[Name of company], [city], [State]

[Date Range]

[Your title]

- Assisted special-needs children, helping them to be productive and successful
- Communicated with parents bilingually in both English and Spanish

- Cared for children with cognitive/physical/behavioral disabilities

[Name of company], [city], [State]

[Date Range]

[Your title]

- Trained new employees, worked with them one-on-one to educate them on best practices in their specific job
- Served customers, making sure every customer was completely satisfied in a timely manner
- Attended weekly strategy meetings to discuss our strengths, weaknesses, opportunities, and external threats to the store branch and how to continue being profitable
- Used bilingual proficiency to bridge communication gaps between Spanish and English speaking co-workers
- Mastered all positions including front and kitchen

EDUCATIONAL BACKGROUND

[Name of School], [City], [State]

[Grad Date]

- Major
- GPA (optional)

[Name of School], [City], [State]

[Grad Date]

- Major
- GPA (optional)

INTERESTS

[Optional] I have a passion for health and education in all aspects of my life. Additionally, I volunteer at an organization where I assist children with various learning and behavioral issues. I intend to obtain my Bachelor's degree in psychology with emphasis in human relations.

REFERENCES

Name
Address line 1
City, State Zip
Phone Number