

Olivia Jackson

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WWW: <https://meritpages.com/liv.jackson03>

SUMMARY

Sociable server offering several years of experience delivering friendly, prompt service to customers. Hardworking professional with proven relationship-building and time management skills in fast-paced restaurant environments. Successful at handling tables of all sizes with accuracy and impeccable service skills. Strives to meet customer needs, drive satisfaction and promote long-term loyalty.

SKILLS

- Guest Engagement
- Order Management
- Table Setting
- Professional Appearance
- Order Accuracy
- Quality Control
- Relationship Management
- Strong Work Ethic

EXPERIENCE

Server, Trump National Golf Club Philadelphia, June 2023-Current
Pine Hill, NJ

- Greeted guests and provided menus.
- Provided excellent customer service to ensure satisfaction.
- Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.
- Assisted in training new servers.
- Took orders from customers accurately and in a timely manner.
- Monitored dining room for cleanliness and proper set-up at all times.
- Ensured that each guest was served courteously, quickly, and efficiently.
- Performed opening and closing duties such as setting up the dining area, restocking supplies..
- Collaborated with other restaurant staff members to ensure efficient operations within the restaurant environment.
- Communicated effectively with kitchen staff regarding customer allergies or special requests.

Server, Johnny Longhots, July 2020-April 2023
Woodbury, NJ

- Assisted in training new servers.
- Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.
- Took orders from customers accurately and in a timely manner.

- Checked food before serving it to customers.
- Delivered food orders promptly and courteously.
- Monitored dining room for cleanliness and proper set-up at all times.
- Responded efficiently to guest inquiries and complaints in a professional manner.
- Accurately recorded orders on cash register and point-of-sale system.
- Maintained records of transactions made during shift as required by law or company policy.
- Performed opening and closing duties such as setting up the dining area, restocking supplies..
- Handled money transactions accurately while following company procedures for handling cash payments.

EDUCATION AND TRAINING

Bachelor of Science

Nursing, Alvernia University, Reading PA Expected in May 2026

- Fall, 2022 - Dean's List
- Spring, 2023 - Dean's List
- 3.4 GPA
- Alvernia Student Nurses Association (ASNA) Member, Since 2022
- Pre-Health Club Member, Since 2022
- Active Minds Health Club Member, Since 2023
- Environmental Sustainability Club Member, Since 2023

High School Diploma

Deptford Township High School, Deptford NJ June 2022

- Forward for Deptford Township High School Girls Soccer team, 2018 to 2022
- Captain of Deptford Township High School Girls Soccer team, 2022
- Member of National Honor Society, 2021-2022
- Mock Trial Witness, 2018
- Mock Trial Lawyer, 2019 & 2020
- Germany & Switzerland Studies Abroad on Environmental Sustainability

REFERENCES

References available upon request.