

# SAMPLE CV

**Name:** Ama Ghana  
Post Office Box 1234, Tamale, Ghana

**Tel:** +233(0)123456789

**Email:** sample@gmail.com

**Height:** 165 cm

**Weight:** 79 kg



**Date of Birth:** 6th March 1957

**Profession:** Waitress

**Position applying for:** Utility Operator Helper

## OBJECTIVE

Friendly and dedicated lady seeking a position where I can provide excellent customer service, create a welcoming atmosphere and contribute to a smooth and efficient team operation. I aim to use my strong communication skills, attention to detail, and ability to work under pressure to support daily restaurant operations and enhance the overall customer experience.

## SUMMARY OF WORK EXPERIENCE:

With 5 years of experience in waitressing, I have developed strong skills in customer service, teamwork, and record keeping. I am confident in handling orders efficiently, resolving customer concerns professionally, and maintaining a clean and organized work environment.

## WORK EXPERIENCE

**Job title:** Waitress

**Name of Company:** West Hills Hotel

**Date:** January 2020 – Present

**Responsibilities:**

- Presented menus, explained dishes, and accurately took food and beverage orders.
- Handle billing by presenting checks, processing cash and card payments, and returning change or receipts.
- Maintain cleanliness of tables, dining areas, and service stations in line with hygiene standards.

- Communicate effectively with kitchen and bar staff to relay orders, modifications, and resolve any issues.

### **EDUCATION**

**Institution:** West Hills Senior High School

**Certificate:** Senior High School Certificate

**Date:** June 2013 – June 2016

### **REFERENCES**

**NAME:** John Cookman

**COMPANY:** West Hills Hotel

**POSITION:** Chef

**Tel:** 0241234567

INSERT FULL PICTURE





