

氏名  
電話番号・メールアドレス  
住所

写真

## BARISTA AND SERVER

*Energetic, self-driven, supportive and a quick learner with over four years' dedicated tea guide and waitress experience in Lipton Tea House, and two years' service experience in a coffee shop with excellent customer service acumen to meet and exceed assigned targets ~ Highly efficient working in a fast-paced environment requiring attention to detail and meeting tight deadlines ~ Key strengths include:*

- Over 4 years' solid experience in tea service industry and 2 years' in coffee shop
- Knowledgeable in Hygiene Practices
- Team Spirit, Curious, Resourceful and Professional
- Ability to work under pressure with fixed deadlines
- Highly skilled in greeting guests with a precious smile
- Able to keep track of repeated customers, their likes and dislikes
- Ability to learn the menu to answer questions and remember details regarding orders
- Well-versed in suggesting additional items to customers
- Hands on experience in taking orders and communicating accurately to the kitchen and delivering correct orders to the customers
- Experienced in planning dinners and other events
- Able to work a flexible schedule according to requirements, including weekends

## LANGUAGES

Japanese (native), English (Fluent, written and verbal)

## TECHNICALLY SAVVY

Proficient with MS Office: Word, Excel, PowerPoint, Outlook  
Intermediate with Photoshop, Illustrator

## PROFESSIONAL EXPERIENCE

TEA GUIDE, WAITRESS 2005 – 2009  
[Redacted], Japan

BARISTA, WAITRESS 2005 – 2007  
[Redacted], Japan

## EDUCATION

[Redacted] ; 2009  
[Redacted], Japan