**Nigel H. Arthur**

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**Employment History**

**Food Service Worker, Broomfield, CO, Billabong Restaurant, June 20XX – Present**

* Worked under the immediate supervision of the School Food Service Manager.
* Performed routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.
* Memorized the restaurants wine stock and the meals they should accompany, leading to daily wine sales averaging $170, which was a 25% than company average.
* Write patrons’ food orders on slips, memorize orders, or enter into handhelds for transmittal to the kitchen staff in a 120+ seat restaurant.

**Trainee Food Service Worker, Woody’s, Scottsdale, AZ, January 20XX – May 20XX**

* Coordinated and assisted in serving guests.
* I was responsible and in charge of the team of waitresses.
* In this role I trained several new employees up to standard.
* Present menus to patrons and answer questions about menu items, making recommendations upon request in a 70+ seat restaurant.
* Served food and beverages to patrons, and prepared or server specialty dishes at tables required.

**Education History**

Broomfield Business College, Broomfield, MT Broomfield, MT

20XX – 20XX

Associate of Science in Administrative Assisting, Scottsdale, AZ

20XX – 20XX