**Hayley Dixon**

**128 Warners Ave**

**Bondi Beach, NSW 2026**

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**WORK EXPERIENCE**

**Delaney’s Coffee House Vancouver, British Columbia**

*Barista- Crew Chief September 2016-October 2017*

· Prepared & served hot or cold beverages such as coffee, espresso drinks, blended coffees, and teas.

· Cleaned & sanitized work areas, utensils, equipment and service or seating areas as well as stock condiment stations with paper products or beverage preparation items.

· Check that temperatures of freezers and refrigerators are proper while calibrating espresso machines regularly.

· Stock customer service stations with paper products or beverage preparation items.

· Regularly open and close shop.

**Milestones Vancouver, British Columbia**

*Server*

-Took care of all guests’ needs & requests while providing the best customer service possible.

-Taking orders & inputting them into the POS, while communicating allergies and modifications.

-Running food from kitchen to tables, bussing tables according to restaurant standards

-Cash handling, taking payments, giving change & performing cash outs

*Hostess March 2016- October 2017*

-Controlled seating chart while maintaining continuous seating patterns, menu counts, washroom checks and table updates.

-Greeted and sat guests in a timely manner utilizing proper seating patterns.

-Answer phone, clean tables, run food & assist servers when needed while providing guests with the best experience possible.

**Blenz Coffee Vancouver, British Columbia**

*Barista*

See “Delaney’s Coffee House” for relevant experience.

**Red Robin Vancouver, British Columbia**

*Hostess Aug 2014 – Mar 2015*

· Greeted guests and sat them at tables suitable for their needs and according to rotation.

· Answer telephone calls and respond to inquiries or transferred calls to take and prepare to-go orders.

· Inspect restrooms for cleanliness and availability of supplies. Cleaned restrooms when necessary.

· Bussed tables quickly and efficiently to open tables for waiting guests.

**EDUCATION**

**KWANTLEN PARK SECONDARY Surrey, British Columbia**

*High School Diploma, May 2013*

**CAPILANO UNIVERSITY Vancouver, British Columbia**

*Completed 1 year of coursework towards Costuming for Stage & Screen, Apr 2014*

**Certificates**

RSA certificate, VIC Melbourne, Oct 2017

RSA Competency , NSW Sydney, May 2018