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| Jane Doe | | |
| Summary  Enthusiastic and friendly individual seeking an entry-level Hostess position. Eager to provide excellent customer service and create a welcoming atmosphere for guests.  Work Experience  **Hostess Jun 2022 – Present**  Sunny Diner Springfield, IL   * Greeted and seated guests, ensuring a welcoming experience for over 100 customers daily. * Managed reservation system and organized seating charts to optimize table turnover.   **Server Assistant Jan 2022 – May 2022**  The Pasta House Springfield, IL   * Supported servers in providing exceptional dining experiences, leading to a 10% increase in customer satisfaction. * Assisted in maintaining cleanliness and organization of dining areas.   Education High School Diploma May 2021 *Springfield High School**Springfield, IL* | Contact  (123) 456-7890  janedoe@example.com  Springfield, IL 62701  Skills  Customer Service  Communication  Multitasking  Teamwork  Time Management  Problem-Solving  Attention to Detail  Adaptability |