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| Jane Doe |
| SummaryEnthusiastic 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.

EducationHigh School Diploma May 2021*Springfield High School**Springfield, IL* | Contact(123) 456-7890janedoe@example.comSpringfield, IL 62701SkillsCustomer ServiceCommunicationMultitaskingTeamworkTime ManagementProblem-SolvingAttention to DetailAdaptability |