

Eleanor Adams

8 Duster Avenue, Oxford, OX21 7TP
 07412321768 / eleanoradams@gmail.com

Music undergraduate with 3 years' work experience in the hospitality industry. Previous experience working in busy bar and restaurant environments has developed high standards of customer service and communication skills. Currently seeking a part time position within the food and beverage industry to utilise and further develop my skills. Available to work 16 hours per week.

Relevant Work Experience

Turners Inn, Bar Staff 2016 - 2018

- Serving customers behind the bar, taking orders and advising on drinks.
- Restocking wines and spirits.
- Delivering orders of food and wine to customer tables.
- Responsible for cashing up at the end of shift.
- Advertising weekly karaoke nights, involved producing and handing out posters.

The Hutch Restaurant, Waitress 2014 - 2015

- Providing a warm welcome to customers entering the restaurant.
- Delivering excellent customer service when taking orders for food and drinks, also providing alternative recommendations when required.
- Preparing and serving drinks at the bar.
- Handling cash and debit transactions.
- Promoting health and safety by keeping the restaurant clean and tidy.
- Coping under pressure and ensuring high level of customer service during peak times.

Other Skills

IT: Proficient in the use of Microsoft office applications including Word, Excel and Access.

Languages: Fluent in Spanish and German, both written and spoken

Education

Oxford Brookes University 2016 - to present

BA (Hons) Music

Secondary School, Oxford 2009 - 2016

A Levels: English (B), Music (A), Philosophy (B)

GCSE: 7 grades A-C including English and Maths

REFERENCES AVAILABLE ON REQUEST