

# Solveig Smith

## **Hostess**

Fort Collins, CO 80521

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1-408-642-0813

I am a dependable, hardworking individual who is good at working with others. I pick up tasks quickly and am a good listener as well as patient. I also hold a current California Food Handlers Card as well as a CPR and First Aid Certification.

## Work Experience

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### **Retail Clerk/Cashier**

Sprouts Farmers Market - Fort Collins, CO

April 2020 to Present

Repack bulk section; complete weekly orders; restock, relabel, and help customers with any questions they may have.

### **Hostess**

Old Chicago Pizza - Fort Collins, CO

January 2020 to March 2020

In charge of to go orders; greeting and seating guests. Handling reservations and the wait as well as running food and bussing tables.

### **Server/Lead**

The Mackenzie Place - Fort Collins, CO

March 2019 to January 2020

In charge of to-go orders as well as deliveries, bussing, seating guests, serving, and running a restaurant on my own (when in assisted living restaurant)

### **Hostess**

Bounty Hunter Wine Bar - Napa, CA

August 2018 to January 2019

In charge of to-go orders as well as all seating and waitlist for the restaurant

- Ran food to tables as well as bussed
- Handled phone transactions for both the restaurant as well as the online wine club memberships and other retail transactions (it is both a restaurant and an retail/online store for rare wines and spirits)

### **Shift Lead**

Jamba Juice - San Jose, CA

August 2017 to June 2018

In charge of the shift (giving out breaks, delegating tasks, etc)

- The manager in charge when the GM was not there
- Worked at the register, made drinks, stocked the back, counted the safe and dealt with the money as well as closed, did daily temp checks for all cold and warm storage
- Worked with a team and was in charge of creating a smooth and efficient work environment
- Provided customers with the best experience possible by anticipating their needs and fulfilling all of their requests

### **Camp Counselor**

Hidden Villa Summer Camp - Los Altos Hills, CA  
July 2016 to August 2016

June 2017-August 2017 July 2018-August 2018

- Took care of children ages 8-13 in a two-week overnight camp program focused on environmental and social justice.
- This included cooking, outdoor activities such as hiking and ropes course; as well as education on environmental and social issues around the world.
- Took care of the animals on the farm where the camp was held as well

## Education

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### **AA in Animal Science**

West Valley Community College - Saratoga, CA  
2017 to 2018

### **High School Diploma**

Willow Glen High School - San Jose, CA  
2017

### **AA in Animal Science**

Napa Valley College - Napa, CA

## Skills

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- Satisfaction
- Time management
- Hostess
- Waitress
- Busser

## Assessments

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### **Attention to Detail – Proficient**

February 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d7eaa3ca26d5c1e99b6401cc772bc383eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d7eaa3ca26d5c1e99b6401cc772bc383eed53dc074545cb7)

### **Customer Focus & Orientation — Highly Proficient**

November 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4a4f648250d6abdf1d79001824781e56eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4a4f648250d6abdf1d79001824781e56eed53dc074545cb7)

### **Receptionist — Highly Proficient**

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0dc53f5e289618e2b749ef5b4077ccb4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0dc53f5e289618e2b749ef5b4077ccb4eed53dc074545cb7)

### **Attention to Detail — Highly Proficient**

December 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2d0bbadde90e5d989c43c44fdd0bf93deed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2d0bbadde90e5d989c43c44fdd0bf93deed53dc074545cb7)

### **Veterinary Receptionist Skills — Proficient**

February 2020

Managing practitioner schedules and maintaining accurate patient records.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3910c37ebefbe7e0082c589616ebd531](https://share.indeedassessments.com/share_to_profile/3910c37ebefbe7e0082c589616ebd531)

### **Conscientiousness — Proficient**

November 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d2afd0aa2c6cd0a9e287f49b7815bc53eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d2afd0aa2c6cd0a9e287f49b7815bc53eed53dc074545cb7)

### **Personality: Customer Service Fit — Proficient**

February 2020

Assesses personality traits that result in high-quality customer service.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/141c85f92890865dff4029ee44479183eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/141c85f92890865dff4029ee44479183eed53dc074545cb7)

### **Front Desk Agent (Hotel) — Highly Proficient**

February 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dc2351c877e8d7b4beded0d563e990c6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dc2351c877e8d7b4beded0d563e990c6eed53dc074545cb7)

### **Receptionist — Highly Proficient**

February 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/12987163ba0b44d81855a76eac72d4d3eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/12987163ba0b44d81855a76eac72d4d3eed53dc074545cb7)

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## Additional Information

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### SKILLS

- Good at working with others
- Excellent communication
- Strong ability to continue to grow and become better each day
- Can handle myself and work under pressure efficiently
- Help to contribute to a positive, drama free work environment
- Understand the importance of customer satisfaction and how the way I present myself reflects on my entire place of work
- Strong time management skills