Marcella Smith  
1533 Columbia Mine Road  
Clay, WV 25043  
(111)-587-6724  
[email]

**Job Objective** A highly talented Event Hostess seeking an opportunity to work with your growth oriented organization.

**Highlights of Qualifications:**

* Highly experienced in hosting events
* Sound knowledge of menu items
* Familiarity with food and beverage industry
* Amazing ability to provide exceptional services to party guests
* Outstanding ability to host live events independently or in groups
* Remarkable ability to lift and move up to 25 pounds
* Superior written and verbal communications skills
* Proficient with MS products

**Professional Experience:**

Event Hostess  
Morgans Hotel Group, Clay, WV  
August 2007 – Present

**Responsibilities:**

* Greeted customers and escorted them to tables.
* Managed customer reservations effectively.
* Ensured that menu cards are clean.
* Informed customers about daily specials.
* Enforced safety and sanitation standards.
* Notified Manager about customer concerns.
* Worked with Event Director to organize special events.
* Participated in safety trainings.

Event Hostess  
Luxor Hotel & Casino, Clay, WV  
May 2004 – July 2007

**Responsibilities:**

* Emptied and cleaned tables.
* Ensured that tables have silverwares and napkins in place.
* Followed dress codes and professional demeanor standards.
* Enforced safe working practices.
* Attended service trainings and seminars.
* Arranged tables and chairs in the banquet halls.
* Reported manager about any equipment repairs
* Managed meeting schedules in an efficient manner.

**Education**

Bachelor’s Degree in Event Management  
Merrimack College, North Andover, MA