| Mae Miller | 1003 W Washington St.  Tempe, Az  [maeholiday@gmail.com](mailto:maeholiday@gmail.com)  6023152284 |
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| Professional Summary:  I have worked in both retail and the food industries totaling 4 years of experience in customer service. My current roll has made me proficient in administrative duties as well, such as payroll input.  Education:  High School diploma: Arcadia High School: 2017-2021  Experience:  HiFi Scottsdale: May 2022- Present  Responsibilities:   * Head Hostess * Server * Knowledge of drink and food menus * Providing excellent service to all guests * Answering phones * Leading a team * Inputting payroll data * Greeting guests * Making reservations * Communicating with all teams across the venue * Attending corporate meetings regarding new software * Teaching new software to my team   Topgolf: April 2021- October 2022  Responsibilities:   * Checking in guests * Selling retail items * Making sure all food and drinks are correct | Skills:   * Hardworking * Customer service * Food and drink knowledge * Computer skills * Positive Attitude * Problem Solver * Great Communicator * Fast learner |