Emily E. White

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Professional Summary

Experienced customer service and hospitality professional with strong expertise in restaurant operations, food service, bartending, and guest relations. Skilled in multitasking, cash handling, order accuracy, team collaboration, and fast-paced customer environments. Newly certified in Phlebotomy and CPR with a passion for providing excellent patient and customer care. Reliable, personable, and adaptable with a proven ability to deliver exceptional service.

Professional Experience

Beef O'Brady's – Server | 12/2024 – 9/2025

Opened and closed restaurant operations, greeted guests, entered orders accurately, delivered food, processed payments, stocked supplies, and maintained cleanliness standards.

Heavy's Bar & Grill – Server | 02/2025 – 05/2025

Provided excellent customer service in a high-volume restaurant environment, managed food and beverage orders, handled payments, and ensured guest satisfaction throughout dining experiences.

Indy Auto Depot – Collection Specialist | 05/2017 – 06/2025

Managed customer account collections, processed and posted payments accurately, and maintained professional communication with clients regarding account status.

Britts Pizza – Bartender/Server | 05/2023 – 09/2023

Delivered food and beverage service, prepared drinks, operated POS systems, assisted takeout customers, stocked bar supplies, and completed closing duties.

Panoonys Pizza and Wings | 07/2022 – 12/2022

Handled phone and in-person orders, prepared food items, processed payments, stocked inventory, and maintained cleanliness in a fast-paced environment.

Spykes Bar and Grill – Bartender | 01/2022 – 07/2022

Took customer orders, prepared beverages, entered orders into POS systems, managed bar inventory, prepared closing reports, and completed end-of-day procedures.

The Tap – Server | 06/2020 – 01/2022

Greeted guests, explained menu specials, entered orders accurately, processed payments, and provided attentive customer service.

Skills

- Excellent Customer Service & Guest Relations
- Food Safety & Sanitation Practices
- Cash Handling & POS Systems
- Bartending & Food Service Operations

- Multitasking & Team Collaboration
- Strong Communication Skills
- CPR Certified
- Certified Phlebotomy Technician

Education & Certifications

Plainfield Community High School – Core 40 Diploma
Ivy Tech Community College – General Studies
Southern Technical Institute – Phlebotomy Technician Certification (NHA)
Southern Technical College – CPR Certification during MA Studies