Tyler Maloney

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Summary

Education

University of Tampa

Communications • Tampa, FL 05/2024

Experience

Bavaro's Pizza Napoletana & Pastaria

Hostess • Tampa, Florida 03/2022 - 11/2022

- Welcome guests in a warm and friendly manner.
- Ascertains their dining/lodging needs.
- Seats guests and manage the seating chart.
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner.
- Performs opening and closing duties, as needed.
- Assists others with side work including, but not limited to cleaning, stocking, folding silverware, etc

The Cape Club of Sharon

Beverae Cart Attendent and Server • Sharon, Massachusetts 05/2022 - 08/2022

- Provided friendly but quick service
- Operated a golf cart where I made and brought alcoholic beverages to golfers on the course
- Took orders and served guests
- Comfortable Standing For Long Periods
- Cash Handling
- Poured drinks using standard pour according to specifications
- Help patrons select food and beverages by presenting menu; offering cocktails; suggesting courses; explaining the chef's specialties; identifying appropriate wines; answering food preparation questions

Lady and the Mug

Barista and Cashier • Tampa, Florida 09/2021 - 12/2021

- Worked as a barista and cashier for a semester.
- Standing up and moving around for 6-8 hour shifts
- Improvement in customer service and memory skills.
- Maintained a clean and professional appearance and dining area for guest satisfaction.

A&E Fire Protection

Administrative Assistant • Canton, MA 04/2020 - 01/2021

- Use computers for various applications, such as database management or word processing. Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Prepare and mail checks.

- Make copies of correspondence or other printed material.

Skills

Customer service, Time management, Office experience, Communication skills, Data entry, Leadership Experience