

Isabella Negron-Main

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Work Experience

Office Administrator

Premier Coin Galleries-East Islip, NY

January 2025 to Present

- Answering and Accurately Directing Client Calls
- Utilizing Microsoft Office, Word, and Teams
- Quickly Organizing Paperwork and Client Information
- Liaising between Clients and Associates

Hostess/Busser/Server

William Floyd Diner-Shirley, NY

June 2023 to Present

- Seating guests
- Communicating with guests and servers
- Controlling the amount of guests per server
- Keeping the restaurant clean
- Taking and prepping to-go orders
- Serving guests

Server/Counter Person

La Volpe Ristorante-New York, NY

April 2024 to January 2025

- Serving Guests at the Pizza Counter
- Serving Guests at Tables
- Keeping the environment clean and organized
- Being the first point of contact for phone calls
- Ensuring phone orders are correct

Hostess/To-Go Specialist

Applebee's-New York, NY

August 2021 to April 2022

Greeting customers and controlling the seating arrangement whilst ensuring that all team members are steady but not overwhelmed.

Taking phone, in store, and mobile orders as well as packing them to the brand standard. Customer service and problem solving

Education

High School

William Floyd High School-Shirley, NY

September 2017 to June 2021

None

Skills

- Communication skills
- Food service management
- Coffee shop (1 year)
- Communication with pet owners
- Cash Handling
- Attention to detail
- Cooking
- Empathy
- OpenTable
- POS
- Customer communication
- Cash handling
- Financial transaction processing
- Project management software
- Task prioritization
- Guest services
- Basic math
- Medical office experience
- Computer literacy
- Video editing
- Food Preparation
- Front desk
- Cleaning Experience
- Google Docs
- Busser
- Restaurant Experience
- Typing
- Host/Hostess
- Customer service
- Organizational skills
- Grammar Experience

- Administrative experience
- Retail sales
- Fine dining experience (1 year)
- Clean workspace maintenance
- Photography
- Sales
- Leadership
- English
- Collaborate with healthcare professionals
- Microsoft Excel
- Teamwork
- QuickBooks
- Photo editing
- Cashiering
- Computer operation
- Computer skills (2 years)
- Microsoft Outlook
- Student information system
- Phone etiquette
- Coffee experience
- Productivity software
- Retail math
- Swimming
- Time management
- Serving
- Microsoft Office
- Upselling
- Google Drive

Certifications and Licenses

Food Handler Certification