

Grace Kim

Dining Room Host

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SKILLS

Member Service

Customer Service

Reservations

Seating Plans

Private Event Setup

Club Management

Software

Wine Service

Interpersonal Skills

EDUCATION

High School Diploma

06/2023

Lincoln High School

Portland, OR

CERTIFICATES

Oregon Food Handler Card

Oregon Health Authority

06/2023

Oregon Alcohol Service Permit

Oregon Liquor and Cannabis Commission

05/2025

SUMMARY

Dining room host at a private athletic club with 3,200 members, handling reservations and seating for a 140-seat member dining room. Knows regular members by name and table, arranges seating plans for club events, and uses strong interpersonal skills and member service to settle requests before they become complaints.

EXPERIENCE

Dining Room Host

04/2025 - Present

Willamette Athletic Club

Portland, OR

Downtown private club with 3,200 members, a member dining room, a bar and 4 event rooms.

- Manage reservations and seating for a **140**-seat dining room serving 250 member covers on busy nights.
- Maintain preference notes in the club management software for 400+ regular diners, from favorite tables to allergies.
- Arrange seating plans for 6 to 8 club events a month, from wine dinners to a 300-guest holiday brunch.
- Coordinate private event setup with banquet staff, confirming room layout and guest counts 48 hours ahead.

Server Assistant

06/2023 - 03/2025

Pearl District Bistro

Portland, OR

French-style bistro with 120 seats, a raw bar and an award-winning wine list.

- Delivered food and drinks for a **120**-seat dinner service, supporting 5 servers a night with quick customer service.
- Polished glassware and set 30 tables to the bistro's standard before every service.
- Trained 2 new server assistants on table numbers, plate order and basic wine service.
- Seated walk-in guests on 15+ busy nights when the host stand was short-staffed, keeping waits under 20 minutes.