



# EVELYNE HELLEN AYIEKO ODHIAMBO

## Hostess

Energetic and dedicated hostess with diverse skills reflecting four years of experience. Passionate about food, people, and entertainment, and ways to bring them together in an eating establishment like yours. Socially outgoing, friendly and attentive, with the ability to problem solve. Adapting at using variety of office equipment and scheduling system.

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## EDUCATION

### Bachelor of Arts ,Community Development

From September 2017 to December 2021 Kisii University Kenya

### KSCE

From January 2013 to December 2016 Sigoti Complex Kenya

## WORK EXPERIENCE

### Head Hostess

From February 2024 to March 2025 La Mada Hotel Kenya

- Greeted all guests upon arrival with a smile and professional demeanor
- Offered assistance or direction as needed in a friendly
- Directed guests to designated areas such as dining rooms ,lounges,event halls or VIP sections
- Trained and assisted new hostesses

### Hostess

From November 2022 to January 2024 Safir Hotel Qatar

- Confirmed bookings and check guests in using reservations system or guest lists
- Coordinated with event planners or front desk for pre-booked or VIP guests
- Assigned tables or seats based on availability and reservations
- Observed guests reactions and comfort escalating concerns to supervisors

### Hostess

From April 2021 to October 2022 Ufanisi Resort Kenya

- Ensured that entrance areas ,podium and lobbies are clean and presentable
- Monitored and maintained the overall guest environment to reflect high standards
- Acted as a first point contact for feedback or complaints

## SKILLS

Attention to detail

Guest service and Communication

Teamwork and Flexibility

Professional appearance and etiquette

Food and beverage service

## LANGUAGES

English