



Charlotte Riggs

CONTACT

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📍 Phoenix, Arizona

Personal

Fluent English, basic Spanish & French

No tattoos or piercings

Non-smoker

PROFILE

Exceptionally qualified individual with a track record of dependability and a reputation of upholding corporate standards. Takes pride in striving for perfection and succeeding in expected job duties. Outstanding ability to work through challenges with a highly professional attitude.

SKILLS

PROFESSIONAL

- Silver Service
- Coffee & Tea Service
- Basic Bartending
- Provisioning
- Inventory Management
- Guest Services & Concierge
- Interior Detailing

Key Skills

- Compassion & Patience
- Social Perceptiveness
- Thinking Rationally
- Grace & Demeanor

Certification

STCW

- Personal survival techniques
- Personal safety and social responsibility
- First Aid & CPR

Silver Service

- Styles of service and technique
- Serving and clearing methods
- Beverage service

Leadership, Management, and Administration

- Manage standard operating procedures
- Utilize checklists, rotation schedules, and inventory management
- Conflict management and team development

Barista and High End Guest Services

- Front of house training
 - Coffee and basic cocktail making
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PROFESSIONAL EXPERIENCE

Private Yacht Stewardess

M/Y Ohana 110 ft/ Fort Lauderdale, FL //2018-2021

Duties:

- Responsible for smooth operation of interior department including every meal service, cocktail hour service, housekeeping, and laundry procedures
- Providing valet services such as packing guests luggage and making daily activity arrangements for them
- Maintaining and displaying knowledge of international etiquette and protocol
- Taking direction from Chief Stewardess and performing each task in an exceptional manner
- Assuming full responsibility for certain onboard safety tasks in an emergency

Private Yacht Stewardess/Nanny

M/Y Posh Lounge/ Newport Beach, CA // 2017 -2019

Duties:

- Provide nanny services to owners on an as-needed basis and provided daily updates to parents
- Follow nutrition guidelines to prepare meals and snacks for children
- Complete errands for owners when docked including grocery shopping and some transportation
- Create games and other activities for the children including music time and imaginative play sessions
- Manage on-the-fly requests with ease and poise