

First Last

email | (111) 111-1111 | City, ST

EDUCATION

<div></div> <div><i>Bachelor of Science in Family and Consumer Sciences; Concentration in Hospitality Management</i></div> <div><i>Minor Business Administration</i></div>	<div>May 2013</div> <div>City, ST</div>
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WORK EXPERIENCE

<div></div> <div><i>Front of House Startup Manager</i></div> <div><ul style="list-style-type: none">▪ Startup front of house restaurant manager.▪ Managed all aspects of a new business including bringing operation up to health code, recruiting and training new associates, menu and marketing implementation, and product sourcing.▪ Developed and implemented processes for operation including budgeting, achieving financial targets, and daily sales analysis.</div>	<div>Month YEAR – Month YEAR</div> <div>City, ST</div>
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COMPANY

<div><i>Multi-Site Retail Manager</i></div> <div><ul style="list-style-type: none">▪ Oversight of four retail café locations, managing a team of 45 associates.▪ Oversight of bookkeeping, financial targets, client communication, and Human Resource practices.▪ Established and maintained professional and effective relationships with the client, coworkers, and staff.▪ Created a positive and engaging environment to drastically reduce turnover and increase customer satisfaction.▪ Developed and maintained system for ordering and tracking \$300,000 inventory across multiple locations.</div>	<div>Month YEAR-Month YEAR</div> <div>City, ST</div>
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COMPANY

<div><i>Retail Food Service Manager</i></div> <div><ul style="list-style-type: none">▪ Managed all Catering and Café aspects including financial reporting, marketing, and café goals.▪ Cut costs by 15% through cost effective management.▪ Increased sales by 10% with new menu implementation and improved marketing.▪ Met weekly with executives to partner on the retail location's goals.</div>	<div>Month YEAR-Month YEAR</div> <div>City, ST</div>
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COMPANY

<div><i>Assistant Director</i></div> <div><ul style="list-style-type: none">▪ Oversaw two Residential Dining Halls servicing 2,700 students per day.▪ Worked closely with the Human Resources Department for high-volume recruiting in a quick paced environment.▪ Excellent follow through with associates while maintaining a strong work ethic, drive, and sense of urgency.</div>	<div>Month YEAR-Month YEAR</div> <div>City, ST</div>
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COMPANY

<div><i>Food and Beverage Manager</i></div> <div><ul style="list-style-type: none">▪ Managed catered events including weddings up to 300 people and retail café.</div>	<div>Month YEAR-Month YEAR</div> <div>City, ST</div>
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VOLUNTEER EXPERIENCE

Miscellaneous Volunteer Experience

<div><ul style="list-style-type: none">▪ Consistent volunteering approximately 5-10 hours monthly through various organizations including <div></div> and <div></div></div>

SKILLS & INTERESTS

<div><ul style="list-style-type: none">▪ Skills: Proficient in Microsoft Suite Products, Data input, Task delegation, Large volume recruiting, Typing speed of 70 WPM, Detail oriented, Excellent written and verbal communication skills▪ Interests: Volunteering and community involvement, Dog training, Running, Reading and research</div>
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