

Robert Smith

Assistant Food and Beverage Manager

PERSONAL STATEMENT

Assistant Food And Beverage Manager who is a seeking a position with a strong company that will benefit from my 4+ years experience in the resort/restaurant industry.

WORK EXPERIENCE

Assistant Food and Beverage Manager

Split Rock Resort - May 2015 - Present

Responsibilities:

- Implementing tracking of product from POS system and physical inventory. Assisting the crew when customer demand for the product was increased.
- Budgeting for inventory and payroll. Keeping communication open and available for staff and FB manager.
- Creating inventive drink programs to increase daily/weekly revenue. Tight control of payroll.
- Communicating with FOH manager to brainstorm for new and innovative ways to generate new revenue.
- Working with the Chef to coordinate wine pairings, specialty (holiday) venues, and marketing for various entertainers with large followings.
- Training new employees for floor service, bar service, hostess position, and POS system.
- Enforcing FOH/Company mission statement, as well as policies and procedures.

Assistant Food And Beverage Manager

ABC Corp - 2014 - 2015

Responsibilities:

- Dispatched over 20 service technicians. Received and logged daily oil and propane installation inventory.
- Researched and implemented a flat-rate system. Generated work order bills for distribution to customers.
- Computed payroll hours. Purchased equipment for repairs, installations, and truck inventory.
- Scheduled over 100 employees. Audited multiple on-site cash banks.
- Managed multiple retail locations inventories.
- Marketed and implemented events for the resort. Issued payroll hours.
- Achieved the hotel and catering revenue, profit and customer satisfaction goals by overseeing banquet operations.

Education

Diploma in Medical Office Billing & Coding - January 2013 to September 2014(Northampton Community College - Bethlehem, PA)
Bachelors in Theatrical Management - August 1994 to May 1996(East Stroudsburg University - East Stroudsburg, PA)B.A. in Fine Arts - August 1992 to May 1996(East Stroudsburg University - East Stroudsburg, PA)

CONTACT DETAILS

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SKILLS

Microsoft Office,
Birchstreet, TimeSaver,
Micros, Agylisis, Aloha,
Microsoft Office/All
Aspects Budget
Management, Creative
Revenue, Staff Training,
Guest Satisfaction With
Upgrades Of Sales
Property And Employee
Safety, Maximizing Labor
Costs

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)