

# Robert Smith

## Jr. Director of Food and Beverage

### CONTACT DETAILS

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### PERSONAL STATEMENT

Over 28 years of experience in the hospitality industry with documented ability to turnaround challenged operations, add renewed emphasis on quality control and launch operations from ground floor. Proven record of enhancing operations and optimizing profitability with direct hands on approach.

### WORK EXPERIENCE

#### **Jr. Director of Food and Beverage** ABC Corporation - March 2006 - October 2007

##### Responsibilities:

- Monitor budgets and payroll records, and review financial transactions to ensure that expenditures are authorized and budgeted.
- Estimate food, liquor, wine, and other beverage consumption to anticipate amounts to be purchased or requisitioned.
- Organize and direct worker training programs, resolve personnel problems, hire new staff, and evaluate employee performance in dining and lodging facilities.
- Review menus and analyze recipes to determine labor and overhead costs, and assign prices to menu items.
- Assess staffing needs, and recruit staff using methods such as newspaper advertisements or attendance at job fairs.
- Monitor food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner.
- Establish standards for personnel performance and customer service.

#### **Director Of Food And Beverage** ABC Corporation - 2001 - 2006

##### Responsibilities:

- 36693 Took control of the day-to-day operations of the club.
- Worked hand & hand with the general manager.
- Managed all aspects of the \$4 million of operational revenue in the food and beverage department.
- Implemented marketing strategies to increase banquet revenue as well as increased memberships.
- Took a grasp on inventory to ensure all cost was met to budget.
- Implemented ways to lower cost of goods as well as lowering controlled cost, increasing the bottom line.
- Demonstrated great leadership..

### Education

- (FIVE TOWNS COLLEGE - Merrick, NY)

### SKILLS

Food & Beverage Management.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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