

# Boyd Rankin

Food and Beverage Manager

City, State  
000-000-0000  
email@email.com

- Outstanding customer service-ability.
- Can implement and supervise the company's operational aspects, consistent with the established standards.
- Outstanding leading ability, positive attitude and a high sense of urgency.
- A self-starter, quick learner, and an efficient team player.
- Keen attention to details and with superior ability in multi-tasking.
- Willing to work overtime and willing to travel.
- Well experienced in Sales, F&B in any front department and handling customer care.

## Work Experience

### Subway

2017-08 - Present

#### Food and Beverage Manager

- Recruiting, training, and supervising staff.
- Agreeing and managing budgets.
- Planning menus.
- Ensuring compliance with licensing, hygiene, health, and safety legislation/guidelines.
- Promoting and marketing the business.
- Overseeing stock levels.
- Ordering supplies.
- Producing staff rotas.
- Handling customer inquiries and complaints.
- Taking reservations.
- Greeting and advising customers.
- Preparing and presenting staffing/sales reports.
- Keeping statistical and financial records.
- Assessing and improving profitability.
- Handling the administration and paperwork.
- Liaising with customers, employees, suppliers, licensing authorities, sales representatives, etc.
- Making improvements to the running of the business and developing the restaurant.

### Chupacabra Latin Kitchen & Taqueria

2013-03 - 2017-07

#### Beverage Manager

- Redesigned menus.
- Restructured the bar program.
- Hired and trained bartenders and the support staff.
- Created financial tracking management systems.
- Assisted General Manager with operations and objectives.
- Managed vendor relations, orders, accounting, and organization.
- Worked closely with the chef to fix and maintain the food cost.

### Olive Garden

2010-11 - 2013-02

#### Head Bartender

- Reported to the Dining Hall Manager.
- Supervised the service of meals, effective sanitation, set up, and upkeep of all dining hall service areas.
- Assigned and trained cooks and utility workers to offer smooth, efficient, and courteous service.
- Handled the leftover food, advanced preparation, and the cleaning of the kitchen to include sanitizing of equipment.
- Performed and supervised custodial tasks including daily, periodic, and concentrated cleaning; sanitized the food preparation equipment, food service areas, storage areas, kitchen, floors, walls, furniture, and windows in accordance with the federal safety, cleanliness, and sanitation policies.
- Supervised the entrance and exit security activities and cash receipts.

### Olive Garden

2006-07 - 2010-10

#### Bartender

- Developed relationships with longstanding customers to ensure the same level of rapport as my co-bartender.
- Managed inventory levels of an extensive wine list.
- Sustained personalized service during high volume service hours; made the requirements met in a timely and professional manner.
- Informed customers for changed menu and daily specials.

## Education