

Titus Ritchie

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| EXPERIENCE | BEVERAGE MANAGER Houston, TX 06/2015 – present |
| | <ul style="list-style-type: none">• Manages the Beverage team to include efficient staffing, employee development and training, performance management and policy enforcement• Create and manage proper policies and procedures for Manager comps and voids• Works with vendors and senior management to develop and implement new menus and specials• Communicate daily with Assistant Beverage Managers providing current information on promotions, and expected business levels• Supervises daily shift operations in absence of Assistant Restaurant Manager• Determines work procedures and expedites workflow• Assistant Beverage Manager |
| | ASSISTANT BEVERAGE MANAGER VIBE Los Angeles, CA 09/2010 – 04/2015 |
| | <ul style="list-style-type: none">• Works with senior management to develop and implement new menus, specials and special event functions• Constantly monitors and works to improve quality of products and service offered• Manages in accordance with established company standards, policies and procedures and the collective bargaining agreement• Responds to unusual events or circumstances requiring high level management attention• Serves as liaison between the Beverage Manager and front line employees• Develops front line employees for promotional opportunities• Motivates front line staff to deliver consistently great guest service, team work and camaraderie |
| | ASSISTANT BEVERAGE MANAGER Detroit, MI 11/2004 – 08/2010 |
| | <ul style="list-style-type: none">• Manages work procedures and expedites workflow• Provide assistance to other department managers• Works directly with Banquet Beverage Manager on staffing ratios, room lay outs, menu implementation and operation of events• Responsible for maintaining accurate paperwork for payroll, records, employment, etc., in the Beverage Manager's absence• Works closely with Catering Manager regarding servicing of events• Ensures all activities and job duties are performed according to established company and departmental policies, procedures and goals• Responsible for discipline of employees, maintaining accurate paperwork for payroll, records, employment, etc., in the Beverage Manager's absence |
| EDUCATION | CALIFORNIA STATE UNIVERSITY, FULLERTON Bachelor's Degree in Business Management |
| SKILLS | <ul style="list-style-type: none">• Proficient knowledge of Microsoft Office to include Word, Excel, Access and Power Point• Understanding, working knowledge of profit/loss statements, variance reports, payroll, inventory, pour cost, and liquor control• Proven ability to work effectively with all levels of staff and management; Ability to promote and participate in team environment concepts• Self-motivated with excellent organizational skills and attention to detail• Considerable skill in math and algebraic equations using percentages• Strong analytical and listening skills• Ability to access and accurately input information using a moderately complex computer system• Ability to handle and maintain confidential information• Ability to lift and carry up to 50 pounds at a time• Ability to work in an environment where pipe, cigar, and cigarette smoking is permitted |