

<div> <div>William Porterfield</div> <div>Food & Beverage Manager</div> <div> <div>City, State</div> <div>000-000-0000</div> <div>email@email.com</div> </div> </div>		
<div>Summary</div> <div>Innovative F&B Manager and development offering over 12 years experience in the hospitality industry, with the opportunity to work cross-functional in a vast range of divisions within a company with a strong cross-functional service background being a stepping stone too with endless possibilities of continuous growth. Expertise in research and development, employee relations, pre-opening, new concepts, construction of SOP, training, menu engineering, identify and implement key technology, and process improvements. A well versed in all aspects of Food and Beverage as well as Human Resources life cycle where I have made significant contributions in succession planning and workforce engagement as well as ensuring compliance with employment and labor requirements.</div>		
<div>Work Experience</div>		
<div>Hyatt</div> <div>Food & Beverage Manager</div> <ul style="list-style-type: none"> Providing full cycle recruiting, including client development, utilization of all candidate recruiting methods, closing of deals and placements. Conducting research that placing emphasis on identifying areas of opportunity & money-losing products. Devising the strategy to turnaround food division operations. Improving employee performance through the implementation of various selling and service strategies, resulting in a 10% annual sales increase, and frequent clientele returns. Conducting business needs analysis to isolate problematic errors that are driving up liquor costs. Creating an action plan, resulting in a return on procurements saving the company nearly \$120,000 after one year by maintaining expenses below the budget through accurate planning, waste reduction, and purchasing with the cost-effective operating procedures. Re-organizing and designing an entire beverage inventory system including the creation of daily inventory and requisition of all beverage products, achieving monthly beverage cost from the beginning of 34% reduced to 21% for 4 consecutive years. Managing the Human Resource aspect of the F&B Department through recruiting, initial training, and continuous development. Reducing staffing turnover from 50% to 12% by improving staff orientation, training professional development, and coaching. Traveling multiple hotel openings and brand conversions in the U.S. to train new employees on food quality and compliance of all purchasing, sanitation as per standard corporate operating procedures. Creating and validating ongoing staffing models to ensure service level targets consistently met. 	2015-06 - Present	
<div>Whole Foods Market</div> <div>Food Program Manager</div> <ul style="list-style-type: none"> Created and maintained a philosophy for the food program and facilities. Responsible for workplace budget, data track all costs, spend rate, and forecasting. Analyzed and executed MSA/SOW/SLA form various vendors and managed multiple programs simultaneously. Acted in a strategic manner, innovated, implemented/worked with HQ partners and vendor partners in completing projects. Oversaw daily operations of all areas foodservice and facilities ensured quality, consistency, and innovation was met. Created a productive work environment with health and safety compliance on state and local levels. 	2012-03 - 2015-05	
<div>Sodexo</div> <div>Food Service Manager</div> <ul style="list-style-type: none"> Created strategies designed to motivate the management team for overall customer satisfaction. Maintained excellent relationships with the customer, guest, and clients as well as other departments. Communicated with the staff and managers to ensure food programs reflected the vision of the company. Prepared quarterly reports for client presentation and also weekly financial reviews. Managed P&L and yearly budget in corporate dining account with achieved financial goals. Ensured that the HACCP procedures were followed and maintained for state and third-party inspections. 	2009-11 - 2012-02	
<div>The Allison Inn & Spa</div> <div>Food and Beverage Management Traineeship</div> <ul style="list-style-type: none"> Familiarised me with the different outlets. Assisted the F&B Director with the day to day operations and planning. Assisted the Learning and Development Department with English language training for the staff. 	2008-09 - 2009-10	
<div>Education</div>		
<div>Stanford University</div> <div>Master of Business Administration</div>	2005 - 2007	