

First Last

email | (111) 111-1111 | City, ST

EDUCATION

Bachelor of Science in Family and Consumer Sciences; Concentration in Hospitality Management
Minor Business Administration

May 2013
City, ST

WORK EXPERIENCE

Month YEAR – Month YEAR

Front of House Startup Manager

City, ST

- Startup front of house restaurant manager.
- Managed all aspects of a new business including bringing operation up to health code, recruiting and training new associates, menu and marketing implementation, and product sourcing.
- Developed and implemented processes for operation including budgeting, achieving financial targets, and daily sales analysis.

COMPANY

Month YEAR-Month YEAR

Multi-Site Retail Manager

City, ST

- Oversight of four retail café locations, managing a team of 45 associates.
- Oversight of bookkeeping, financial targets, client communication, and Human Resource practices.
- Established and maintained professional and effective relationships with the client, coworkers, and staff.
- Created a positive and engaging environment to drastically reduce turnover and increase customer satisfaction.
- Developed and maintained system for ordering and tracking \$300,000 inventory across multiple locations.

COMPANY

Month YEAR-Month YEAR

Retail Food Service Manager

City, ST

- Managed all Catering and Café aspects including financial reporting, marketing, and café goals.
- Cut costs by 15% through cost effective management.
- Increased sales by 10% with new menu implementation and improved marketing.
- Met weekly with executives to partner on the retail location's goals.

COMPANY

Month YEAR-Month YEAR

Assistant Director

City, ST

- Oversaw two Residential Dining Halls servicing 2,700 students per day.
- Worked closely with the Human Resources Department for high-volume recruiting in a quick paced environment.
- Excellent follow through with associates while maintaining a strong work ethic, drive, and sense of urgency.

COMPANY

Month YEAR-Month YEAR

Food and Beverage Manager

City, ST

- Managed catered events including weddings up to 300 people and retail café.

VOLUNTEER EXPERIENCE

Miscellaneous Volunteer Experience

- Consistent volunteering approximately 5-10 hours monthly through various organizations including [REDACTED] and [REDACTED]

SKILLS & INTERESTS

- **Skills:** Proficient in Microsoft Suite Products, Data input, Task delegation, Large volume recruiting, Typing speed of 70 WPM, Detail oriented, Excellent written and verbal communication skills
- **Interests:** Volunteering and community involvement, Dog training, Running, Reading and research