

# ROBERT SMITH

## Asst. Director of Food and Beverage

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

The ability to encourage, inspire and communicate with others has enabled me to harness the potential of all who are motivated to achieve superior results. Those skills have aided me in the recruitment, mentoring, and retention of exceptional personnel who are dedicated to excellence.

### CORE COMPETENCIES

Microsoft Word, Excel.

### PROFESSIONAL EXPERIENCE

#### Asst. Director of Food and Beverage

ABC Corporation - October 2015 – May 2016

##### Key Deliverables:

- Manage all administrative functions such as scheduling, purchasing for the department, hiring and terminations of associates all in a fiscally responsible manner.
- Works closely with catering and convention services.
- Accomplish food & beverage human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining associates; communicating job expectations, job duties and job responsibilities; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieve food and beverage operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans.
- Meet food and beverage financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Avoid legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximize bar profitability by ensuring portion control; monitoring accuracy of charges.

#### Director Of Food And Beverage

ABC Corporation - 2012 – 2015

##### Key Deliverables:

- HONOLULU, HI Pride of America, Pride of Hawaii and Pride of Aloha - 2,500 Guests and 1,000 crew.
- 2005 - July 2009 Director of Food and Beverage Managed all aspects of the Food and Beverage operation on board these floating hotels, including the supervision of over 550 employees and a management team of 50.
- Chosen to bring out the Pride of America and Pride of Hawaii as the F&B Director from Bremerhaven, and Papenburg, Germany.
- Managed and coordinated all pre-opening details.
- Responsible for an F&B budget of \$34 million and revenues in excess of \$12 million.