

# Robert Smith

## Food and Beverage Manager/Server

### PERSONAL STATEMENT

Experienced professional with extensive customer service and restaurant/lounge knowledge seeking an opportunity to provide the same with a reputable establishment.

### WORK EXPERIENCE

#### Food and Beverage Manager/Server

ABC Corporation - April 2010 - March 2015

##### Responsibilities:

- Planned, directed, and coordinated activities of a social lounge.
- Coordinated with food and beverage staff for special events.
- Monitored all operations of lounge and ensured efficiency.
- Developed strategies to achieve all financial objectives.
- Prepared all food and beverages as per policies and procedures.
- Maintained neat and clean work area at all times.
- Administered everyday operations of staff.

#### Food And Beverage Manager

ABC Corporation - 2008 - 2010

##### Responsibilities:

- Multiple Increased hotel revenue, profits and market share through producing award winning Sunday brunches.
- Trained, coached and mentored staff to ensure smooth adoption of new programs, menus, and policies.
- Hired and trained 65 of staff.
- Managed multiple venues within the hotel(s) at the same time.
- Managed food delivery for 200+ guests for special events weekly.
- Supported all kitchen operations when chef was absent.
- Spoke with patrons to ensure satisfaction with food and service.

### Education

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Management Detail  
Oriented Judgement and  
Decision Making Active  
Listener Great Customer  
Service Great Time  
Management P&L  
Management Computers  
and Electronic Payroll  
experience Staff Training  
Policy development  
Quality Control Sales and  
Marketing Food  
Production.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)