

ROBERT SMITH

Food and Beverage Director I

E-mail: info@qwikresume.com

Phone: (0123)-456-789

SUMMARY

Certified Event Coordination Targeted Selection, Certification 10+ years of experience in administrative assistance, sales and marketing, property operations and management, Culinary Advisory Board member.

SKILLS

Fluent speaking with Deaf clients. Am. Sign Language.

WORK EXPERIENCE

Food and Beverage Director I

ABC Corporation - January 2003 – May 2004

- Managed all food-and-beverage operations of an upscale private club, generating over \$1.5M annually.
- Directed human resources, marketing, purchasing, financial reporting, inventory control, regulatory compliance, and guest relations.
- Revitalized languishing food operation by introducing new menus and offering functions, meetings and catering based on guest preferences and seasonal considerations.
- Complied with all food and beverage health, liquor and safety regulations; as well as all federal, state and local applicable laws.
- Scheduled, evaluated and trained staff and ensured staff complied with all customer service standards.
- Ensured Food and Beverage floor operated in a smooth, efficient manner to ensure customer satisfaction.
- Reviewed and approved all recommendations and suggestions to hire, transfer, suspend, promote, discharge, evaluate, assign and discipline all Food and Beverage employees in a fair and equitable manner.

Food And Beverage Director

ABC Corporation - 2000 – 2003

- Effectively managed all restaurant, bar and kitchen staff consisting of a total of 35 people on a daily basis.
- Conducted monthly training sessions to improve customer service skills of wait staff.
- Menu planning for specialty buffet and banquet functions.
- Purchased food and liquor supervised inventory of stock, liquor and equipment.
- Weekly payroll for the entire restaurant, bar and banquet staff.
- Managed and implemented operating budget.
- Managed the catering and functions sales for conventions, meetings and weddings.