

# Robert Smith

## Associate Food and Beverage Supervisor

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

High energy supervisor with over 5 years' of experience. Efficient and enthusiastic with strong leadership abilities. Proficient in managing high volume operations.

### **WORK EXPERIENCE**

#### ***Associate Food and Beverage Supervisor***

**ABC Corporation - June 2014 - October 2015**

##### **Responsibilities:**

- Developed and evaluated beverage staff on proper techniques, knowledge and skills.
- Responsible for running a number of different beverage outlets, budgeting, taking inventory, forecasting, proper ordering and receiving, staff management. Scheduled service staff to ensure consistent labor costs and effective service.
- Managed staff of 70 and organized department functions in accordance with company guidelines.
- Assigned tasks and department assignments or projects, meeting deadlines related to those assignments.
- Rendered advice and provide expertise or judgment based on information gathered, studied, analyzed or reviewed.
- Arrange timeline to complete tasks and department assignments or projects.
- Focused on achieving the goals or objectives of the department using available resources (staff and budgetary).

#### ***Food And Beverage Supervisor***

**ABC Corporation - 2012 - 2014**

##### **Responsibilities:**

- Interviewed, hired, trained, directed staff, dismissed, create work week schedule.
- Supervised restaurant, bar, room service, kitchen, and banquet department.
- Office duties included filing, typing, collections, data entry.
- Worked closely with Executive Chef to create a new menu every 6 months.
- Employee of the month on 2007 Received medal for outstanding work 2008 I kept food and beverage scores above 95%.
- Skills Used Ability to double task, demonstrated great customer service.
- Demonstrated ability to supervise and have happy employees and in return they gave excellent customer service..

### **Education**

Criminal Justice - September 1999(Rutgers University - Newark, NJ)

### **SKILLS**

Microsoft Office.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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