

# FIRST NAME LAST NAME

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## FOOD & BEVERAGE PURCHASING DIRECTOR • FOOD & BEVERAGE MANAGER

A highly motivated, seasoned, and award-winning Food & Beverages professional offering 20+ years of experience in roles entailing management, procurement, production, design, sales, and marketing in high-volume, global environments. Seeking new, challenging opportunity to leverage extensive background in overseeing all facets of food & beverage service — from introducing leading-edge technology to building and designing new restaurants, purchasing food and beverages, and managing facilities & support services.

Demonstrated history in maximizing profitability as well as guest and team member satisfaction. Possesses extensive experience managing multi-million dollar businesses with up to 100 employees, complemented by a passion for providing superb customer service. Employs finely honed communication, interpersonal, and analytical skills to streamline processes, inform improvements, and harmonize diverse teams.

## AREAS OF PROVEN PERFORMANCE

- Food & Beverage Purchasing
- Restaurant General Management
- Expense Management
- Budgeting & Cost Control
- Business Planning
- Menu Planning & Design
- Facility Design & Management
- Customer Service & Client Relations
- Team Leadership & Motivation
- P&L Accountability
- Start-ups & Turnarounds
- Training & Development
- Strategic Sourcing
- Inventory Management
- Process Improvement

## KEY ACCOMPLISHMENTS

- Functioned as Project Manager; oversaw all aspects of operation (i.e. purchasing, budgeting, menu and recipe planning, and training).
- As Executive Chef & Opening Manager, reduced overall food cost by 17% within first quarter of employment.
- Bridged purchasing department inventory gap of \$37,000 to \$150.00 within 12 weeks of accepting position as Food & Beverage Purchasing Manager. Notably provided the company's first near-perfect inventory in its 40-year history.
- Designed kitchens, menus, recipes, order guides, and inventory forms and initiated valuable relationships with distributors and key stakeholders.
- As a Project Manager & Sales Representative, prepared the food distribution warehouse and staff for Company Name and U.S. Military inspections, passing both with 97%.
- Designed and implemented new sanitation stations and incoming container temperature tracking system; approached to test new Web Order System to assess faults and glitches prior to distributing the service to additional clientele. Regularly commended for acute attention to detail and strong business acumen.

## RELEVANT EXPERIENCE

Food & Beverage Purchasing Manager | Company Name — City

Date

Overview: Delegates, manages, and organizes projects, as well as establishes priorities consistent with company objectives for one of the largest wedding destination hotels in the Caribbean Islands.

### Notable Contributions:

\* Oversees orders of the best products and prices by soliciting and analyzing multiple purchasing proposals related to Food & Beverage. Creates corresponding business cases (including financial ROI) and presents clear and concise summaries of quantified options to maintain appropriate inventory levels.

\* Ensures food offerings to clients, customers, and employees of the operation are of superior quality; implements and conducts quality assurance tests on safety, sanitation, and maintenance programs.