

# **Titus Ritchie**

**79629 Gillian Shores, Houston, TX ♦ Phone: +1 (555) 830 6768**

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## **EXPERIENCE**

### **BEVERAGE MANAGER**

#### **Houston, TX**

06/2015 – present

- Manages the Beverage team to include efficient staffing, employee development and training, performance management and policy enforcement
- Create and manage proper policies and procedures for Manager comps and voids
- Works with vendors and senior management to develop and implement new menus and specials
- Communicate daily with Assistant Beverage Managers providing current information on promotions, and expected business levels
- Supervises daily shift operations in absence of Assistant Restaurant Manager
- Determines work procedures and expedites workflow
- Assistant Beverage Manager

### **ASSISTANT BEVERAGE MANAGER VIBE**

#### **Los Angeles, CA**

09/2010 – 04/2015

- Works with senior management to develop and implement new menus, specials and special event functions
- Constantly monitors and works to improve quality of products and service offered
- Manages in accordance with established company standards, policies and procedures and the collective bargaining agreement
- Responds to unusual events or circumstances requiring high level management attention
- Serves as liaison between the Beverage Manager and front line employees
- Develops front line employees for promotional opportunities
- Motivates front line staff to deliver consistently great guest service, team work and camaraderie

### **ASSISTANT BEVERAGE MANAGER**

#### **Detroit, MI**

11/2004 – 08/2010

- Manages work procedures and expedites workflow
- Provide assistance to other department managers
- Works directly with Banquet Beverage Manager on staffing ratios, room lay outs, menu implementation and operation of events
- Responsible for maintaining accurate paperwork for payroll, records, employment, etc., in the Beverage Manager's absence
- Works closely with Catering Manager regarding servicing of events
- Ensures all activities and job duties are performed according to established company and departmental policies, procedures and goals
- Responsible for discipline of employees, maintaining accurate paperwork for payroll, records, employment, etc., in the Beverage Manager's absence

## **EDUCATION**

### **CALIFORNIA STATE UNIVERSITY, FULLERTON**

**Bachelor's Degree in Business Management**

## **SKILLS**

- Proficient knowledge of Microsoft Office to include Word, Excel, Access and Power Point
- Understanding, working knowledge of profit/loss statements, variance reports, payroll, inventory, pour cost, and liquor control
- Proven ability to work effectively with all levels of staff and management; Ability to promote and participate in team environment concepts
- Self-motivated with excellent organizational skills and attention to detail
- Considerable skill in math and algebraic equations using percentages
- Strong analytical and listening skills
- Ability to access and accurately input information using a moderately complex computer system
- Ability to handle and maintain confidential information
- Ability to lift and carry up to 50 pounds at a time
- Ability to work in an environment where pipe, cigar, and cigarette smoking is permitted