

LATOYA WILLIAMS

CONTACT

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Waldorf, MD 

linkedin.com/in/
latoya-r-williams 

EDUCATION

Associate in Psychology
Bowie State University
2008- 2011

SKILLS

Customer Service
Budgeting & Inventory
Team Building & Training
Time Management
Restaurant Management
Catering & Private Events
Microsoft Office
84 wpm

SUMMARY

Diligent professional with 15 years of administrative and managerial experience in managing daily operations, developing standard operating procedures, and training staff. Skilled in customer service, event planning, and inventory control. Seeking to leverage organizational, creative, and leadership skills in a new and challenging role.

PROFESSIONAL EXPERIENCE

Restaurant Manager & Event Coordinator

The Charles, La Plata, MD | June 2024 – December 2024

- Oversaw daily operations, ensuring smooth and efficient service
- Developed and implemented standard operating procedures to improve efficiency and consistency in service delivery
- Collaborated with clients to understand their objectives and developed customized plans to meet their needs
- Coordinated all aspects of event setup, including audiovisual equipment, seating arrangements, and decor
- Managed on-site staff during events, providing clear instructions and support throughout the event duration
- Managed multiple projects simultaneously while meeting deadlines within a fast-paced environment
- Created comprehensive proposals including budget breakdowns, timelines, and deliverables

Server & Bartender

Mi Vida, Washington, DC | 2023-2024

Oceanaire, Washington, DC | 2021-2023

Restaurant & Bar Manager

Rosa Mexicano, Oxon Hill, MD | 2021

Outback Steakhouse, Oxon Hill & Hyattsville, MD | 2020-2021

Rosa Mexicano, Oxon Hill, MD | 2018-2020

Lead Supervisor

Walrus Oyster & Ale, Oxon Hill, MD | 2017-2018

McCormick & Schmick's, Charlotte, NC & Crystal City, VA | 2012-2017