Michael Garver

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Job York

Catering Manager

PSU Catering

1825 SW Broadway, Ste. #260

Portland, OR 97201

September 18, 2012

Dear Mr. York,

I was excited to learn about the Catering Supervisor position from Madeleine Saucy. I am looking for an opportunity to grow in the catering services industry and appreciate you reviewing my résumé and exploring how my skill set may be able to strengthen the banquet department.

I am a deeply motivated and organized professional with over nine years of management experience at a variety of businesses. For the last five years, I have been employed as the Private Dining Coordinator at Jake's Grill in downtown Portland, where I put my upbeat attitude and attention to detail to good use, coordinating multi-faceted events. Before that, I worked as the Lead Banquet Server and Banquet Captain trainee at Horizon Casino, where I was responsible for organizing and setting up events and overseeing the early shift. My personal drive and need for achievement inform my daily work and help me set realistic goals for myself and my teammates. I love being in a position to organize and manage multiple projects, and see them to completion. Over the years, I have learned that communication is one of my greatest strengths and am often complimented on my ability to make complex issues and instructions easily understandable.

In my roles as Assistant Manager at Hollywood Video and Department Manager at Barnes and Noble, I learned the value of impeccable customer service. I trained my staff to treat clients and customers with respect, and fostered a friendly community atmosphere. As a people-person and natural leader, I brought positive energy to my teams and motivated them to meet business goals. In addition to managing staff, I oversaw store operations, merchandising, financial reporting, and inventory maintenance. The variety of these tasks served my need to keep productive.

I respect ARAMARK’S mission of treating employees well and supporting a diverse workforce. I look forward to meeting you in person to learn more about this position and how we might work together.

Thank you for taking the time to consider my application

Sincerely,

Michael Garver

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OBJECTIVE

Driven and organized professional seeks a lasting management career that includes working with the public. Offers excellent communication and problem-solving skills and a passion for productivity.

EXPERIENCE

JAKE’S GRILL, Portland, OR 2006-Present

**Private Dining Coordinator**

Secure over $400,000 in annual revenue, promoting and renting private event spaces by managing inquiries and actively networking at trade shows, association meetings, conventions, and other community events.

Guide clients through the event process from concept to completion, modifying options to meet their specific needs (i.e. budget, menu, schedule, etc.).

Coordinate and communicate complex details to a variety of departments, staff, and third-party vendors to maintain restaurant standards and guarantee the success of events.

Ensure profitability by creating and maintaining departmental budget, goals, financial reports, and private dining transactions.

HORIZON CASINO, Stateline, NV 2006-2006

**Lead Banquet Server**

Organized event inventory, set up for events, served guests, and conducted clean up.

Managed the morning shift and scheduled daily inventory pulls for staff, as banquet captain trainee.

HOLLYWOOD VIDEO, San Francisco, CA 2004-2005

**Assistant General Manager**

Directed all aspects of store operations, including staff supervision, financial auditing, and inventory maintenance.

Interviewed, hired, trained, and scheduled a staff of 15 to provide exceptional customer service.

Set up sales displays/promotions and guided staff in understanding the product and positioning techniques.

Maintained safety guidelines and protocol to create a safe working environment.

BARNES & NOBLE, Oakland, CA 2000-2005

**Department Manager**

Managed store departments (books and shipping/receiving), overseeing operations, staff, and inventory.

Supervised cash register sales, returns, and financial reconciliation.

Trained, developed, and evaluated staff, as part of the store's management team.

EDUCATION

PASADENA CITY COLLEGE, Pasadena, CA 2004

COMMUNITY

CASCADE AIDS PROJECT, AIDS Walk Team Co-Captain 2012JUVENILE DIABETES RESEARCH FOUNDATION, Fundraising Walk Participant 2010

REFERENCES

Provided upon request