

# May Riley

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## Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

## Experience

### **RESTAURANT MANAGER | CONTOSO BAR AND GRILL | SEPTEMBER 20XX – PRESENT**

Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.

Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.

Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

### **RESTAURANT MANAGER | FOURTH COFFEE BISTRO | JUNE 20XX – AUGUST 20XX**

Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.

Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings, and contests.

Created and implemented staff health and safety standards compliance training program, achieving a score of 99% from the Board of Health.

Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

## Education

### **B.S. IN BUSINESS ADMINISTRATION | JUNE 20XX | BIGTOWN COLLEGE, CHICAGO, ILLINOIS**

### **A.A. IN HOSPITALITY MANAGEMENT | JUNE 20XX | BIGTOWN COLLEGE, CHICAGO, ILLINOIS**

## Skills & Abilities

Accounting & Budgeting

Poised under pressure

Proficient with POS systems

Experienced in most restaurant positions

Excellent interpersonal and communication skills

Fun and energetic

## Activities and Interests

Theater, environmental conservation, art, hiking, skiing, travel