

# Matthew Sullivan

## **Restaurant Coordinator**

Austin, TX - 214-673-0020 - MrSullivanTX@hotmail.com

Thrives in a fast paced enviroment. Punctual and reliable. Remains Neutral and Jovial with co-workers. Effective at managing a wait staff of over twenty with two restaurants and a bar serving three meals a day. Well-versed in HIPAA privacy laws, working with residents who have mental diseases and keeping track of over 175 residents dietary rescriptions.

## **Work Experience**

### **Restaurant Coordinator at The Village at the Triangle**

*April 2019 to Present*

Leading a team of over twenty servers who keep two restaurants and a bar running seven days a week with three meals a day. Proud to say that over 175 restidents know all about me and I know all about them. Includes their family, dietary restrictions mental health issues and of course likes and dislikes when it comes to food.

### **Server at The Westminster**

*July 2017 to April 2019*

This was the first job I worked at a retirement community and I had plenty of assumtions of what the enviroment would be like. It ended up being completly different from what I assumed it was going to be. I servered in the restaurant for two years until a offer from another community came my way.

## **Education**

High School Diploma - Bending Oaks - Dallas, TX

## **Skills**

Managing Employees - *1 Year*

Scheduling - *1 Year*

Macintosh OS - *4 Years*

Windows OS - *16 Years*