



VINCENT TRAN

HOSPITALITY MANAGEMENT
AND BEVERAGE EXPERTISE

PERSONAL INFO

DOB: 21/03/1991

Citizenship: New Zealand

Address: 6A/57 Manners street,

Te Aro, Wellington 6011

Tel: 0221575362

Email: tranhieunz@gmail.com

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EDUCATION

WEB DEVELOPER

"Fullstack web developer"

Enspiral Developer Academy
Jan, 2020 - May, 2020

BACHELOR OF COMMERCE AND ADMINISTRATION (BCA)

"Management and Finance"

Victoria University of
Wellington
2012-2015

PROJECT IN CONTROLLED ENVIRONMENT (PRINCE2)

"Project Management"

UK Government Agency
(Distance course)
2014

PROFESSIONAL EXPERIENCE

BAR SUPERVISOR

Rydgges Wellington / May, 2019 - Jan, 2020

Joining the Rydgges Wellington team as senior bar manager and supervise the current team. Assist F&B Manager and working together with the Restaurant manager to maintain the staff level and ensure guest satisfaction.

- ✓ *Cocktail training and menu creating.*
- ✓ *Controlling cost and ensure stock level.*
- ✓ *Menu engineering and managing expenses.*

FOOD AND BEVERAGE SUPERVISOR (SENIOR)

Sofitel Wellington / Oct, 2017 - May, 2019

Rejoin the Sofitel Wellington on Oct, 2017. Taking care of administration base paperwork and assist FB Manager to improve and maintain the quality service of 5 stars hotel and fine dining ambience.

- ✓ *Finding and recruiting suitable candidate for department.*
- ✓ *Controlling cost and managing invoices, ordering process.*
- ✓ *Menu engineering and managing expenses.*

FOOD AND BEVERAGE SUPERVISOR

Grand Mercure Wellington / Jan, 2017- Oct, 2017

Transfer to Grand Mercure Wellington as the Sofitel fire incident on Dec, 2016. Joining the new re-innovated hotel 4.5 stars of Mercure and setting up the new FB Department along with FB Manager.

- ✓ *Managing Bar and Restaurant to ensure guest satisfaction.*
- ✓ *Stock ordering to ensure daily operation without running out of stock*
- ✓ *Setting up and running the daily conference.*

FOOD AND BEVERAGE SUPERVISOR

Sofitel Wellington / Jun, 2016 - Dec, 2016

Joined the pre-opening team of Sofitel - brand new 5 stars hotels in the heart of Wellington city. Directly report to FB Manager in term of daily operation and managing staff to ensure smooth services.

- ✓ *Setting up the standard and sequence of services.*
- ✓ *Train and developing new, current FB staff to ensure services.*
- ✓ *Daily cashing up report and monthly inventory stocktake report.*

CAFE MANAGER

Soho Brown's Cafe (Now closed) / Mar, 2015 - June, 2016

Soho Brown's is one of the busy coffee shops, which located in the bustling quarter on Cuba street. Join the team as Assistant Manager, got promoted to Cafe Manager after 6 months. Ensure daily operation of the shop and report to head office.

- ✓ *Preparing the Food cabinet and till float for daily operation.*
- ✓ *Recruiting, rostering and coffee training for new team member.*
- ✓ *Ensure stock for next day operating and ordering process.*
- ✓ *Stocktake report at the end of the month.*



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ACHIEVEMENTS

Work

- Employee of the month
- Stuffs - Cafe Chat

Personal

- Jim Beam Bar 2013 Competition
- Emerging Leader (ANZ)

SKILLS

Professional

- Attention to Detail
- Customer Focuses
- Leadership.
- Revenue Analysys
- Beverage expertise.
- Self & people motivation.
- Stock and Ordering.
- Time management.
- Multi-task

Technical

- Coffee ★ ★ ★ ★
- Bartending ★ ★ ★ ★
- Food and Wine ★ ★ ★ ★
- POS system ★ ★ ★ ★

Others

- Photography
- Photo Editor
- Film Maker

ROLE CAPACITY

- ✓ Respect and team player.
- ✓ Drink & Cocktail passionate.
- ✓ Highly organising skill.
- ✓ Experienced with cocktail function.
- ✓ Cocktail demonstration.

LICENSED

- LCQ (Licensed Controller)
- Food Hygiene Certificate
- General Manager Certificate (Exp: May, 2020)
- Level 4 First Aid
- Restricted Driving License