

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Restaurant Shift Lead - Company / Location

MONTH YEAR - Present

- Job Description: Act as restaurant manager during scheduled shifts to ensure all operations run smoothly and that customers' expectations are met or exceeded.
- Results: Increased the amount of sales that the restaurant saw by implementing better customer service approach for servers and bartenders.
- Additional Competencies: Assisted with scheduling and payroll when management needed it and helped with various positions when the restaurant was busy.
- Other: Ran morning team meets when scheduled.

Server and Bartender - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Provide excellent customer service to all customers by taking orders in a timely manner, ensuring all orders are correct, and making drinks correctly before serving.
- Results: Assisted in training new servers and bartenders on safe food preparation and company regulations.
- Additional Competencies: Helped prepare to-go orders and assisted other servers when their sections were busier.
- Other: Ensured all opening and closing restaurant procedures were followed.

Project Experience

- Organize a Food Drive: Helped orchestrate a food drive for local homeless by collecting food and personal items to distribute.
- Assist in Conducting a Hiring Event: Assisted the restaurant managers in conducting a hiring fair, including printing flyers and conducting on-the-spot interviews.

Education

Bachelor's Degree in Business Administration - SCHOOL

MONTH YEAR

- GPA: 3.5
- AWARD
- AWARD

Associate's Degree in Business Administration - Delhi Community College

May 2009

- GPA: 3.7
- AWARD
- AWARD

High School Diploma - SCHOOL

MONTH YEAR

- GPA: 3.4
- AWARD
- AWARD

Skills

Expertise

- Bartending skills
- Food safety
- Interpersonal skills
- Time management skills
- Ability to multitask
- Functional under pressure

Licenses & Accreditations

Licenses Licenses & Accreditations

- ServSafe