## Restaurant Manager Resume Sample 1

**Nancy Boggs**

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### A. Summary

I am a very organized, coordinated, and responsible person with 6 years of professional experience in this field. I have proven my skills in increasing the sales of the locals I’ve worked in and organized the tasks and teams of people. I have also multiplied the business starting with limited material as well as resources. I am looking for a restaurant where I can put all my skills and expertise to very good use.

### B. Work Experience

* **June 2012 – Present – Lucky Baldwin’s Restaurant and Grill in Kawaihae, Hawaii**

**Responsibilities**: Making sure all operations and processes within the restaurant are efficient with no time lapses that will make the patron wait. Leading the front end of the business. Making sure all the employees maintain high levels of hygiene throughout the establishment. Enforcing compliance with all the rules and regulations for safety and health, as imposed by law. Being the face of the business and, therefore, very visible to all. Meeting as well as greeting all the customers. In charge of managing the table reservations.

**Achievements**: Successfully led an innovative marketing campaign that solicited new business. Succeeded at it by meeting all the goals the team and I had set.

* **March 2010 – October 2012 – Saffron and Seafood, Kawaihae, Hawaii**

**Responsibilities**: Greeting all the customers and making sure they get a table to their liking. Managing the reservations. Manage the entire staff. Supervised the staff of the kitchen and the cleaning staff, as well as their shifts. Advising the patrons on the food choices and their wine selection. Being in charge of recruiting, offering training, and then managing a new team on board.

**Achievements**: I trained and then employed five batches of new employees in positions such as cooks, hosts, and general workers in the restaurant. I also went on location to some other branches of the restaurant in Moanalua, Hawaii, Honolulu, Hawaii, and Mililani, Hawaii.

### C. Education and Academic Achievements

Graduated from the University of Hawaii at Manoa in 2008 with a Bachelor’s Degree in Hospitality Management.

### D. Job Related Skills

* Outstanding people skills
* Amazing organization and management skills
* Managing events
* Developing and training new staff
* Setting appropriate targets
* Food hygiene
* Knowledge of wines and food
* Advertising and marketing
* Problem solving
* Certificate for first aid

### E. General Traits

* Hard worker
* Ambitious
* A passion for food and drink
* Enjoys spending time with people
* Dedicated to serving
* Focused on appropriate objectives
* Able to take the initiative and successfully manage a team