## Restaurant Manager Resume Sample 2

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### A. Summary

I am a very talented person who has had a lifelong passion for food, beverages, the latest trends in the culinary domain and the hospitality industry. I am also an experienced host, and I strive to both please the guests and take into account the controls and financial margins of the business. I know that, as far as restaurant manager duties go, I am the heart and soul of any establishment and I strive to prove that. I am currently looking for a position in a restaurant that can allow me to showcase all my best assets.

### B. Work Experience

* **2007 – Present, Golden Bay Hotel and Restaurant, Honolulu, Hawaii**

**Responsibilities**: Greeting the guests and taking care of the seat arrangements for them. Ensuring that service was up to par by keeping tabs on the orders to see if they are accurate and in time. Interviewing, hiring and then training new employees to profess in a restaurant location. Managed the inventory of all the stock supplies as well as managing the queries and complaints we received from customers.

**Achievements**: I increased the business of the restaurant, making it one of the most famous in its area in Honolulu. Successfully organized many marketing events and advertising campaigns which lead to an increase in clientele. Under my management, the restaurant won an award as the establishment with the best hygiene, safety, and health plan.

### C. Education and Academic Achievements

* Bachelor’s Degree in Hotel Management and Hospitality from the Hawaii Pacific University. Graduated in 2007.
* Graduated from the Food and Beverage Operations Management course at The Art Institutes of Culinary Arts in Honolulu.
* Graduated from the Planning and Controlling Costs course at the Art Institutes of Culinary Arts in Honolulu.

### D. Job Related Skills

* Outstanding communication and interpersonal skills
* Expertise in handling paperwork and performing administration tasks
* Very skilled as far as bookkeeping is concerned
* Able to prepare financial records and statistics
* Can oversee the stock supplies
* Order supplies
* Very proficient in scheduling the shifts and assigning duties
* Able to interview, hire, and then train new employees for the team
* Outstanding marketing skills which will help promote the establishment.

### E. General Traits

* Very presentable and pleasant looking
* Strong communication skills
* Passionate and learned when it comes to food and beverages
* Apt at solving problems
* Very enthusiastic about the job
* Ambitious and tenacious
* Can work long hours in a fast-paced environment
* Good at organizing and assigning tasks