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| **John Doe** |

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# Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and satisfaction.

# Education

## Associate of Arts | expected: June 20XX San antonio college, san antonio, texas

## High School Diploma | earned: June 20XX john jay high school, san antonio, texas

# Experience

## Restaurant Manager | September 20XX – Present

## *Contoso Bar and Grill*

* Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.
* Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.
* Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

## Restaurant Manager | June 20XX – August 20XX*Fourth Coffee Bistro*

* Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.
* Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings, and contests.
* Created and implemented staff health and safety standards compliance training program, achieving a score of 99% from the Board of Health.
* Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

# Skills & Abilities

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| * Accounting & Budgeting
* Proficient with POS systems
* Excellent interpersonal and communication skills
 | * Poised under pressure
* Experienced in most restaurant positions
* Fun and energetic
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