Jane Jobseeker

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SUMMARY

Fifteen years experience in restaurant management working for a major international restaurant chain with demonstrated ability to increase profit and achieve high growth.

PROFESSIONAL EXPERIENCE

NAME OF RESTAURANT, City, ST   01/1990 - 11/02

District Manager (06/1998 - 11/2002)

- Oversaw the daily operations of nine restaurants including the supervision of 18 restaurant managers and 182 full and part-time food service workers
- Achieved highest district profit growth in [state] for years 1999, 2000 and 2001 -- 20.2%, 23.6%, and 24.6% respectively
- Reduced management turnover from 180% to 13% in two years
- Coordinated the planning, construction and opening of three new restaurants with all projects being completed ahead of schedule and under budget

Restaurant Training Manager (09/1996 - 05/1998)

- Trained ten lower level managers and reduced manager turnover by 50%
- Developed program to motivate staff and improve employee morale by providing sales and bonus incentives which resulted in a 40% increase in employee retention
- Developed effective training program and materials that reduced training time from six to three months, cutting related expenses by more than 30%

Restaurant General Manager (01/1990 - 08/1996)

- Effectively managed a high-volume restaurant serving more than 30,000 customers per month
- Increased net sales by 410% between 1990 and 1996
- Selected as "General Manager of the Year" for the [Regional] Division in 1991, 1993 and 1995
- Achieved highest customer loyalty for the division in 1991, 1994 and 1995
- Reversed negative profitability trends and exceeded profit goals in fourteen consecutive quarters
- Reduced employee turnover from 80% to 20% by conducting monthly meetings with food service workers and assistant managers

EDUCATION

B.S., **Hospitality Management**, NAME OF UNIVERSITY, City, ST (1990), *Magna cum Laude*

Computer Skills: Microsoft Windows, MS Word, MS Excel, MS FrontPage, MS Net Meeting, MS Internet Explorer, MS Office 1997-2000, MS Outlook, MS PowerPoint, and MS Publisher