

MARY JANE ASSISTANT MANAGER

120 Vyse Street, Birmingham, B18 6NF
T: 0870 061 0121
M: 0788 986 1115
E: info@dayjob.com

PERSONAL SUMMARY A efficient, personable and dependable assistant manager who is well presented and of smart appearance. Mary has extensive supervisory experience and a proven track record of working in a similar environment to your company. She has superb business sense, and an in-depth knowledge of quality food and wine. As a professional she is totally committed to the service of guests and to providing excellent levels of communication, direction and delegation to the staff who work with her. Right now she is looking for a suitable position where she will have significant autonomy to run a restaurant and develop sales and control all costs.

AREAS OF EXPERTISE

- Effective planning
- Minimising waste
- Developing budgets
- Cost control
- Time management
- Duty management
- Staff management
- Contemporary dining
- Stock management

CAREER HISTORY Assistant Manager 2009 - Present
RESTAURANT
Responsible for maintaining a high and active profile at all times in the Restaurant, and for promptly dealing with any situation that may arise. Also in charge of getting the entire staff together & making sure they all push in the same direction.

Duties

- Keeping food, beverage and labor costs under control.
- Making sure the restaurant looks good and is ready for the day's trading.
- Supervising a team of eight people.
- Receiving and checking the quality of goods from suppliers.
- Performing clerical and administrative duties to support senior managers.
- Increasing sales and customer service levels.
- Estimating general expenses, food costs and leakage.
- Negotiating the best deals with suppliers for items like food and wine.

Trainee Manager 2008 - 2009
FAST FOOD RESTAURANT

Assistant 2006 - 2008
TAKEAWAY

KEY SKILLS

- Always getting things done correctly and completely.
- Ability to implement high standards among staff.
- Making people happy and helping them to enjoy themselves.
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- Physically fit, having plenty of stamina and able to stand for long periods.
- Experience of a high end, high volume restaurant environment.
- Diplomatically handling all customer complaints.
- Ensuring staff wages are in line with budgetary requirements.
- Managing brand standards.
- Good food and wine knowledge.
- Willing to work irregular hours to cover busy periods.

ACADEMIC Nuneaton University 2003 – 06
BA (Hons) Restaurant Manager

Nuneaton South College 2001 – 03
A levels: Math - English - Physics - Geography

TRAINING Association for Project Management (APM) or Project Management Institute (PMI)

REFERENCES Available on request



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