

SUMMARY OF QUALIFICATIONS

- 3+ years of management experience supervising staff and business operations.
- Skilled in delegating responsibility and management of 25+ team members
- Effective planner and organizer of highly complex online and face-to-face reservation systems
- Knowledgeable in store operations, training, financial reporting and inventory maintenance.

EDUCATION

Bachelor of Arts in Psychology

May 2012

California State University Channel Islands, Camarillo, CA

WORK EXPERIENCE

First Assistant Manager

January 2012-Present

Restaurant, Ventura, CA

- Responsible for the compliance of OSHA, labor laws, health and safety codes, company safety and security procedures
- Reviews financial reports and communicates with the store and regional managers regarding store operations
- Recruits, interviews, and hires team members, conducts performance appraisals
- Mentor, motivate and train entire team to meet store goals and facilitate assistant management training and development

Second Assistant Manager

Sept 2010-January 2012

Restaurant, Ventura, CA

- Manage all front-of-house operations including supervision of staff and customer satisfaction
- Controls day to day operations by scheduling labor, maintaining inventory, ordering food and supplies, counting and depositing money, and developing the restaurant team

Team Member

June 2008-Sept 2010

Restaurant, Ventura, CA

- Increased sales to meet and exceed store goals through strategic marketing and community involvement
- Demonstrated strong communication skills by greeting customers in a professional and friendly manner
- Took customer orders, served food, and collected payment in a timely fashion