Your Name

(716) 555-0100 | [m.riley@live.com](mailto:m.riley@live.com) | [www.linkedin.com/in/m.riley](http://www.linkedin.com/in/m.riley)

# Profile

2-5 Phrases showcasing a snapshot of your skills and experience you bring to the position of interest. It also mentions accomplishments or achievements at your current or previous role. It should highlight your career goals and years of experience.

* How many years of experience you have
* Your specialty or area you have the most experience in
* Your soft or hard skills that are relevant to the position
* Any achievements you’ve accomplished that brought in results
* Professional career goals
* Keywords used in job posting

# Experience

## restaurant manager | contoso bar and grill | september 2016 - present

* 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 | fourth coffee bistro | june 2013 – august 2016

* 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.

# Education

## bachelor of science in business administration | june 2013 | bigtown college, chico, illinois | GPA 4.0

## associate OF aPPLIED SCIENCE in hospitality management | june 2011 | bigtown college, chico, illinois | GPA 3.9

If you are a **high school** student, college student, fresh graduate with no work experience, or if your **high school diploma** is your **highest education**, you should definitely add your **high school education** to your **resume**. ... Once you gain any other form of **higher education**, you should take your **high school** off your **resume**.

# Skills & Abilities

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

# Volunteer Opportunities

## chocolate gala | culinary insitute lenotre | 2019

* Assists chef with ….
* Prepared ….