
Banquet Sales Manager Resume

Job Objective

Looking for employment with company seeking an experienced Banquet Sales Manager.

Highlights of Qualifications:

- Experience in managing banquet sales in a hotel and stand alone environment
 - Deep knowledge of banquet operations
 - Operational knowledge of pricing structures
 - Ability to follow all departmental rules and regulations
 - Ability to maintain effective relationships with staff and guests
 - Ability to sell banquet products
 - Ability to comply with departmental rules and regulations, policies and procedures
 - Excellent typing skills
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Professional Experience:

Banquet Sales Manager
Red Lion Hotels, Garden City, NY
October 2008 – Present

- Designed strategies to enable organization to achieve all annual goals.
- Prepared weekly reports and forecasted potential sales.
- Participated in various trade shows and conventions and developed a client base to promote sales.
- Supervised effective working of all banquet events and managed scheduled meetings and banquets.
- Managed bookings, confirmation and prepared various contracts.
- Coordinated with various departments and ensured proper coordination of events.
- Maintained a database of contacts for various bookings.
- Assisted other departments in drafting sales budgets.

Sales Coordinator
Hilton Garden Inn, Garden City, NY
August 2003 – September 2008

- Monitored all inquiries coming to hotel and responded appropriately to all.
- Managed local catering organization and made bookings as required.
- Participated in daily meetings for various group bookings.
- Coordinated with banquet and hotel department for efficient workflow.
- Prepared and submitted all required paperwork to management.
- Maintained all paperwork and prepared weekly event sheets and updated file systems.

Banquet Sales Representative
McCormick & Schmick, Garden City, NY
May 1998 – July 2003

- Participated in selling of banquet space by performing various solicitation calls.
 - Maintained effective relationships with all vendors.
 - Prepared sales proposals and drafted required event contracts.
 - Ensured compliance to all quality standards.
 - Coordinated with food and beverage department for setting up menus
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Education:

Bachelor's Degree in Culinary Management
Harris-Stowe State University, Saint Louis, MO

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