
Banquet Supervisor Resume

Job Objective

To acquire a position as Banquet Supervisor in which I can exercise my past training, education and experiences to make a positive impact on the growth of the company.

Highlights of Qualifications:

- Extensive Hospitality and banquet service experience in food service industry
 - Profound knowledge of banquet set-ups, policies and procedures
 - In-depth knowledge of preparing and presenting Food and Beverage
 - Proficient with Delphi, Excel, Word and MS outlook
 - Excellent communication organizational and analytical skills
 - Uncommon ability to plan and multi-task in a busy environment
 - Ability to monitor and supervise line staff
 - Immense ability to provide excellent customer services
 - Profound ability to maintain a professional, neat and well-groomed appearance
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Professional Experience:

Banquet Supervisor, August 2005 to till date
Omni Hotels, Sacramento, CA

- Supervised, coached, scheduled and trained Banquet team members.
- Ensured entire menu is available daily and hours of operation are strictly adhered to.
- Monitored and inspected all food and beverage deliveries.
- Performed duties of Banquet Server as needed.
- Maintained and enforced hygiene standards with all who entered banquet area.
- Provided feedback for and implemented menus for special functions.

Banquet Supervisor, June 2002 to July 2005
Starwood, Sacramento, CA

- Constantly monitored banquet storerooms to ensure organization and cleanliness.
 - Monitored proper storage and security of equipment.
 - Ensured all function space is properly cleaned and in presentable order at all times.
 - Completed work orders as necessary and copied to operations manager.
 - Copied event order and packed sheet attached to each completed pack.
 - Loaded and unloaded trucks and delivered and set up events.
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Education:

Bachelor's Degree in Hotel & Restaurant Management, Ripon College, Ripon, WI

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