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## Beverage Manager Resume

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### Job Objective

Seeking a chance to work with a growing company through filling the Beverage Manager position and putting my experience to good use.

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### Highlights of Qualifications:

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- Admirable experience in supervising bars and cocktails prepared on same and worked on various software applications
  - Deep knowledge of beverage equipment
  - Exceptional knowledge of hotel industry
  - Remarkable ability to maintain confidentiality of information
  - Outstanding ability to develop effective relationships with members and guests
  - Skilled to prepare reports and required correspondence
  - Amazing communication skills in both oral and written forms
  - Ability to collect and analyze data
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### Professional Experience:

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#### Beverage Manager

Tournament Players Club, Chattanooga, TN

October 2008 – Present

- Maintained exceptional quality of all beverage services served to customers.
- Monitored casino floors and back house area and ensured effective services.
- Coordinated with food and beverage director and managed completion of all requirements.
- Ensured compliance to departmental health and safety standards.
- Managed inventory of all beverage outlets and placed purchase orders as required.
- Participated in all staff meetings and evaluated work of employees in designated areas.
- Trained staff in following appropriate policies and procedures of outlet.
- Supervised bars and outlets on a regular basis.

#### Beverage Supervisor

Hyatt, Chattanooga, TN

August 2003 – September 2008

- Ensured compliance to all departmental regulations and policies.
- Monitored performance of employees and performed regular appraisals.
- Reviewed operational procedures and recommended changes if required.
- Prepared work schedules for all employees and ensured adherence to same.
- Maintained attendance and personal information for all employees.
- Managed all guest issues and ensured timely resolution for all.

#### Beverage Server

Harrahs Entertainment, Chattanooga, TN

May 1998 – July 2003

- Provided exceptional levels of service to both internal and external guests.
  - Ensured work according to company standards and policies.
  - Maintained appropriate records of all beverage outlets and consumption.
  - Monitored bar and floor area and ensured cleanliness at all times.
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### Education:

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Bachelor's Degree in Hotel & Restaurant Management

Nyack College, Nyack, NY

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