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## Club Manager Resume

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### Job Objective

To obtain Club Manager Position with an established company where I can further boost my career in this field.

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### Highlights of Qualifications:

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- Certification in AED
  - Exceptional experience in managing club in retail environment
  - Operational knowledge of computer systems
  - Deep knowledge of sales processes
  - Ability to manage multiple projects and prioritize work
  - Ability to maintain composure at all times
  - Excellent communication skills in both oral and written forms
  - Skilled to resolve all conflicts
  - Proficient to work in flexible hours
  - Familiarity in stocking food and beverage in facility
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### Professional Experience:

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#### Club Manager

BlueStar Resort & Golf, Springdale, AR

October 2008 – Present

- Managed and implemented all policies as required.
- Coordinated with controller and developed capital budgets and calendars.
- Maintained activities according to human resource procedures and policies.
- Participated in all board and committee meetings for club management.
- Ensure compliance to local, state and Federal laws for club operations.
- Supervised and maintained physical asset of club on facilities.
- Prepared facility for all public functions and social gatherings.
- Prepared club newsletters and planned public relations for club.

#### Assistant Club Manager

Fairmont Hotels & Resorts, Springdale, AR

August 2003 – September 2008

- Developed everyday strategies to increase revenue generation.
  - Prepared sales quota reports and identified new source of business.
  - Ensured compliance to all safety programs for employees.
  - Designed and maintained efficient relations with members.
  - Provided training to all members and obtained certifications.
  - Maintained paperwork for employee status changes and ensured accuracy.
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### Education:

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Bachelor's Degree in Business

Salish Kootenai College, Pablo, MT

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