
Clubhouse Manager Resume

Job Objective

I would like to secure Clubhouse Manager position with a growing company where I can utilize my training and skills.

Highlights of Qualifications:

- Experience in managing clubhouse and working with mental health patients
 - Profound knowledge of quality club services
 - Remarkable knowledge of managing mental health patients
 - Ability to work for long hours
 - Ability to interact with all players and front office staff
 - Excellent communication skills in both oral and written forms
 - Skilled to achieve all club objectives
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Professional Experience:

Clubhouse Manager

Ivanhoe Country Club, Dallas, TX

October 2008 – Present

- Administered laundering of all clubhouse uniforms.
- Prepared efficient food spread for all players and post game meals.
- Assisted to prepare food for coaches and umpires.
- Maintained inventory of team equipments.
- Supervised all batboy programs.
- Organized and maintained efficient working of clubhouse.
- Provided assistance to trainer and coaches in everyday activities.

Assistant Clubhouse Manager

Gilda's Club Westchester, Dallas, TX

August 2003 – September 2008

- Supervised various operations of clubhouse activities.
- Performed appraisal for staff and assist in recruitment of staff.
- Prepared business plan on annual basis.
- Coordinated with various outlets for servicing clients.
- Evaluated performance of contractors and pricing system.
- Performed regular feasibility study to improve services.

Clubhouse Unit Leader

Medina Golf & Country Club, Dallas, TX

May 1998 – July 2003

- Planned and implemented everyday activities for all members.
 - Designed and applies all clubhouse standards for all services.
 - Participated and organized various activities for weekend and evening.
 - Analyzed requirement of members and prepared strategies.
 - Prepared personal development plans for all members of unit.
 - Documented all assessment of clinical transactions and progress notes.
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Education:

Bachelor's Degree in Business Management

Dayton Barber College, Dayton, OH

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