
Executive Steward Resume

Job Objective

To obtain a position of Executive Steward where my excellent hospitality and customer care skills can be fully utilized.

Highlights of Qualifications:

- Outstanding experience in procurement of food and beverages for facility
 - Strong knowledge of culinary bargaining agreement
 - Profound knowledge of communicating with all clients
 - Wide knowledge of kitchens, equipment, food production, sanitation and safety
 - Ability to coordinate with management and associates
 - Ability to provide optimal customer services
 - Ability to schedule activities with appropriate staffing
 - Ability to execute company and hotel policies
 - Ability to maintain all equipment to high standards, and oversee staff
 - Ability to hire, train and development of employees
 - Ability to prepare budget and monitor profit and loss statements
 - Proficient with all Microsoft Office applications
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Professional Experience:

Executive Steward

The Galt House Hotel, Helena, MT

August 2007 – Present

- Monitored inventory for all equipments and supplies for department.
- Supervised all services and maintained cost effectiveness.
- Managed regular communication with General Manager and Executive Chef.
- Evaluated production quality for various stewarding activities for services.
- Provided appropriate feedback to resolve all customer requirements.
- Performed research and implemented efficient processes and technology.
- Assisted in hiring process and ensured optimal quality of services.
- Developed financial budget for all short term and long term objectives.

Executive Steward

Omni Hotels, Helena, MT

May 2004 – July 2007

- Administered everyday operations and ensured optimal level of quality.
 - Supervised activities for all employees for all executive operations.
 - Coordinated with executive and provided information within timeframe.
 - Ensured compliance to sanitation standards and regulations.
 - Maintained dish washing supplies and equipments.
 - Monitored all equipments, china and silver for organization.
 - Performed regular inspection of supplies and equipments as per standards.
 - Prepared schedule for various activities and programs.
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Education:

Bachelor's Degree in Hospitality Management

Atlantic Union College, South Lancaster, MA

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