
FOOD AND BEVERAGE ASSISTANT RESUME

Objective:

Seeking a position as Food and Beverage Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Profound knowledge of various food service styles
- Familiarity with food and beverage cost controls
- Operational knowledge of sale systems
- Ability to compute basic mathematical calculations
- Ability to maintain confidentiality of guest information
- Ability to follow directions and work with minimal supervision
- Excellent problem resolving and team work skills

Work Experience:

Food and Beverage Assistant
American Golf Corporation, Milwaukee, WI
August 2005 to till date

- Controlled food and beverage inventories and costs.
- Administrated and supervised the Food and Beverage Department.
- Coordinated the delivery of all food and beverage services.
- Counseled employees and issued disciplinary actions.
- Maintained records of personnel performance, labor cost and sickness.
- Controlled food and beverage inventories and costs.

Food and Beverage Assistant
Marquette Manor, Milwaukee, WI
May 2000 to July 2005

- Assisted in maximizing revenue in food and beverage outlets.
- Established standards and enforces rules for cleanliness and sanitation.
- Reviewed all course events, large parties and reservations.
- Coordinated the delivery of all food and beverage services.

Education:

Associate Degree in Hotel Management
University of Utah, Salt Lake City, UT

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