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## Vineyard Manager Resume

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### Job Objective

Seeking the opportunity to fill Vineyard Manager position with a growing organization.

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### Highlights of Qualifications:

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- Admirable experience in managing vine balance, vineyard equipment and administering facility
  - Expertise in viticulture
  - Exceptional knowledge of wine growing cycle
  - Deep knowledge of all crops and sensory techniques
  - Remarkable ability to maintain good relations with both external and internal teams
  - Outstanding ability to work independently and without supervision
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### Professional Experience:

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#### Vineyard Manager

Hyatt Vineyard Creek, Reston, VA

October 2008 – Present

- Managed all vineyard activities such as materials and human resource.
- Monitored work of all part time and full time vineyard workers.
- Developed and implemented Vineyard Plan, such as scheduled work, ordered necessary materials.
- Maintained a corrective and preventive maintenance program for all vineyard equipments and irrigation systems.
- Analyzed process and recommended improvements and ways to reduce production cost.
- Organized all vineyard work and ensured nutrient status of grape and crops remain disease free.
- Documented all records of vineyard activities.
- Prepared annual budget and monitored working according to same.

#### Vineyard Administrator

Mesa Vineyard Inc., Reston, VA

May 1998 – July 2003

- Administered functioning of all vineyard duties.
- Managed track benefit program in coordination with HR departments.
- Monitored payroll for processes and managed all weekly submissions
- Documented all paperwork for workers.
- Coordinated with Vineyard Managers and Operations Manager on everyday issues.
- Ensured work in compliance with all health and safety standards.

#### Vineyard Assistant

Traveling Vineyard, Reston, VA

August 2003 – September 2008

- Administered working of shop personnel and vineyard management.
  - Managed database programs and maintained accurate records of vineyard data.
  - Maintained records of all purchases and prepared necessary expense statements.
  - Organized all department files and maintained it.
  - Assisted managers in ordering materials and delivering it.
  - Developed maps and updated it regularly.
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### Education:

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Bachelor's Degree in Viticulture

Chatfield College, Saint Martin, OH

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