
Wine Club Manager Resume

Job Objective

Hard-working, self-motivated Wine Club Manager seeks a full-time position with reputable organization.

Highlights of Qualifications:

- Huge experience in managing wine club, tasting rooms and providing optimal levels of customer services
 - Exceptional knowledge of wine tasting practices
 - Deep knowledge of wine business and terminology
 - Remarkable ability to work under pressure and prioritized work
 - Outstanding ability to maintain professional relationships with co workers and clients
 - Amazing communication skills in both oral and written forms
 - Skilled to provide exceptional customer services
 - Proficient in maintaining knowledge of wine country history
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Professional Experience:

Wine Club Manager
Foster's Group, Portland, OR
October 2008 – Present

- Managed an implemented various biannual wine club shipments.
- Planned and oversaw various wine club events,
- Maintained and administered wine club membership and associated sakes.
- Ensured exceptional levels of customer services to various club members.
- Developed growth plans for wine club and increased and tasting facility and sales.
- Administered effective work of all wine club tasting rooms.

Wine Club Administrator
Artisan Wine Cellar, Portland, OR
August 2003 – September 2008

- Ensured compliance to all duties and procedures of wine club members.
- Managed wine club shipments and coordinated for various on site shipments.
- Monitored all phone calls and email inquiries and answered it.
- Assisted customer in resolving all problems and tracking shipments.
- Administered wine club inventory and placed orders accordingly.
- Prepared materials for emails for promotions.

Wine Club Coordinator
Vintage Wine Estates, Portland, OR
May 1998 – July 2003

- Managed and reconciled cash receipts at end of day.
 - Arranged VIP tastings for various customers in private tasting rooms.
 - Managed various wine club operations and managed shipments for wine.
 - Coordinated with wine club members and answered all customer service inquiries.
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Education:

Bachelor's Degree in Business
Little Big Horn College, Crow Agency, MT

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