

Robert Smith

Assistant Banquet Manager

PERSONAL STATEMENT

Assistant Banquet Manager with 8 plus years of experience is seeking to challenge myself to continue to grow in my professional life, and as an individual, and allow my dedication and hard work to dictate my advancement.

WORK EXPERIENCE

Assistant Banquet Manager

Robert Treat Hotel - 2017 - Present

Responsibilities:

- Upselling and suggesting the best menu and best bar package for every guest and event.
- Auditing the revenue and spending to ensure the department turns a profit.
- Assisting the Banquet Manager in handling the monthly labor budget numbers on a weekly basis.
- Preparing for next day business by organizing banquet event orders.
- Responsible for long and short term planning and day-to-day operations.
- Working as a liaison between the staff, kitchen, chef, and event guests to ensure the best service.
- Responsible for meeting planners needs of the event such as event decor and to ensure we.

Assistant Banquet Manager

ABC Corp - 2008 - 2015

Responsibilities:

- Attended interdepartmental meetings to ensure good cross communication between departments.
- Produced weekly schedules for housemen, banquet servers, bar porters, and bartenders.
- In charge of ordering and supplying through birch-street with the supplies for the functions and keeping par levels even.
- Made sure all events are presentable to the brand and its standards and also exceed clients expectations.
- Organized and executed the banquet events to ensure customer satisfaction.
- Coordinated and managed all activities pertaining to food service operations within the banquet department.
- Ensured all food and beverages are set up and served as per company standards and BEO specifications.

Education

Certification in Design - December 2016(Bauder Fashion College - New York, NY)Diploma - (Lincoln High School - Jersey City, NJ)

CONTACT DETAILS

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SKILLS

Microsoft Office, Micros
Point Of Sale, Fore
Reservations, Social
Media Marketing,
Internet Marketing,
Management, Golf
Management, Food And
Beverage, Inventory
Control, Customer
Service, Sales,
Hospitality,
Troubleshooting

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

