

ROBERT SMITH

Assistant Bar Manager

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To obtain a position that utilizes my extensive business skills, computer skills and customer service/data entry experience to enhance the overall productivity of the office. Proficient in Customer servicing, Customer handling.

EXPERIENCE

Assistant Bar Manager

ABC Corporation - NOVEMBER 2010 - JUNE 2014

- Managed 15 bars and 89 team members with responsibility for making weekly schedule while running the day to day operations to ensure total guest satisfaction.
- Made daily requisition for all bars which involve controlling the beverage cost for all 15 bars, dining room wines, mini bars, room service and break fast champagne.
- Cashed out employee tips and worked with slot technicians to pay out jackpots.
- Maintained records related to company purchases resulting in minimizing of excess spending.
- Performed various financial activities such as cash handling, deposit preparation, and payroll.
- Kept bar supplied to bartenders during daily rush hours, served drinks, food and beverages.
- Received numerous top earner recognition for nightly and weekly sales.

Assistant Bar Manager

Delta Corporation - 2009 - 2010

- Managed daily cash & food reports while handling & turning in evening .
- Establishing professional customer service for every customer.
- Ability to drive performance in telephone and floor sales.
- Guidance of fellow cashiers to ensure a clean, well displayed showroom floor, and warehouse.
- Handled money (counted the drawers, made deposits, and stocked the ATM).
- Enforced restaurant policy and state law in regards to alcohol service.
- Monitored quality service form all bar staff.

EDUCATION

- Diploma - (Jack Britt High School - Fayetteville, NC)



SKILLS

Leadership, Customer servicing.