

# CHARLOTTE HARRIS

Executive Steward

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## PROFESSIONAL SUMMARY

Dedicated Executive Steward with two years of experience in managing stewarding operations, ensuring compliance with health standards, and optimizing inventory control. Demonstrated ability to enhance service quality and operational efficiency while leading a team. Passionate about creating a safe and productive environment that fosters excellence in food and beverage service.

## WORK EXPERIENCE

**Executive Steward**  
Pineapple Enterprises

📅 Apr / 2024–Ongoing  
📍 Santa Monica, CA

- Executed company and hotel policies and procedures related to the Stewarding Department, ensuring adherence to performance standards within budget constraints.
- Provided strategic advice to the Food and Beverage Director on stewarding operations and initiatives.
- Assisted in preparing the Stewarding Department budget, controlling costs and reporting variances with actionable recommendations.
- Coordinated purchasing activities for cleaning supplies, china, glassware, and equipment, optimizing procurement processes.
- Conducted regular stock inventory assessments to ensure adequate supply levels.
- Documented and reported all breakages and cleaning supply usage to maintain accurate records.
- Led a team in maintaining high sanitation standards across all kitchen and service areas.

**Executive Steward**  
Cactus Creek Solutions

📅 Apr / 2023–Apr / 2024  
📍 Phoenix, AZ

- Oversaw stewarding operations at a premier luxury winery resort, managing a \$24 million food and beverage operation.
- Developed and structured a new stewarding department, training three managers and 72 staff members to enhance operational efficiency.
- Monitored sanitation compliance across the resort, ensuring adherence to health regulations and peak operational standards.
- Conducted regular inspections to maintain optimal inventory levels for cleaning chemicals and serviceware.
- Ensured compliance with local regulations and OSHA standards, fostering a safe working environment.
- Coordinated logistics for off-premise events, ensuring all operational aspects were executed flawlessly.

## EDUCATION

**Associate of Applied Science in Culinary Arts**  
Culinary Institute of America

📅 Apr / 2022–Apr / 2023  
📍 Portland, OR

Focused on kitchen management and food service operations.

## SKILLS



## ACHIEVEMENTS

- 🌟 Streamlined inventory processes, reducing supply costs by 15% while maintaining quality standards.
- 🌟 Implemented sanitation protocols that improved health inspection scores by 20% over one year.
- 🌟 Successfully trained and developed a team of 72 staff members, enhancing service delivery efficiency.