



OLIVIA SMITH

Hourly Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Dependable Work Ethic

10

Optimistic Outlook

7

Receptive To Feedback

9

Effective Time Management

9

Analytical Problem-solving Skills

7

Strong Numerical Skills

9

🏆 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

💪 STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

🗣️ LANGUAGES



English



German



Mandarin

🏆 ACHIEVEMENTS

★ Increased customer satisfaction scores by 15% through improved service protocols.

★ Streamlined inventory management, reducing waste by 20% over six months.

👤 PROFESSIONAL SUMMARY

Enthusiastic Hourly Manager with 2 years of experience in the restaurant sector, adept at enhancing team performance and operational efficiency. Skilled in fostering a collaborative environment and ensuring exceptional customer service. Committed to driving productivity and achieving business goals through effective leadership and strategic planning.

💻 WORK EXPERIENCE

Hourly Manager

📅 Apr / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Coordinated cooking staff assignments to optimize food preparation and cost efficiency.
2. Maintained accurate sanitation records in compliance with health regulations.
3. Trained new employees on operational procedures and customer service standards.
4. Monitored food inventory levels to minimize waste and ensure quality.
5. Collaborated with management to develop effective promotional strategies.
6. Ensured adherence to safety protocols during food handling and preparation.
7. Assisted in scheduling shifts to ensure adequate coverage during peak hours.

Hourly Manager

📅 Apr / 2023-Apr / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Managed daily restaurant operations, ensuring smooth service and customer satisfaction.
2. Executed cash handling procedures and maintained accurate financial records.
3. Analyzed labor and sales data to optimize staffing and improve profitability.
4. Opened and closed the restaurant, ensuring all operations were conducted efficiently.
5. Conducted regular staff meetings to communicate expectations and address concerns.
6. Documented employee performance and addressed issues in line with company policies.

🎓 EDUCATION

Associate of Applied Science in Culinary Arts

📅 Apr / 2022 - Apr / 2023

Culinary Institute of America

📍 Seattle, WA

Gained hands-on experience in culinary techniques and restaurant management.