

Night Club Manager

ROBERT SMITH

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Objective

Seeks to secure a position with a company that will allow utilizing office skills and experience for the benefit of the employer while pursuing a career.

Skills

Problem Resolution, Microsoft Office, Microsoft Office, Problem Resolution, Conflict Resolution, Teamwork.

Work Experience

Night Club Manager

ABC Corporation - October 2009 - March 2011

- Assisted the owner is planning to improve our sales.
- Hired and delegated authority to subordinates.
- Demonstrated effective presentation skills.
- Reviewed operational expenses and collection reports for accuracy.
- Maintained expense records and inventory reports.
- Resolved complaints requiring explanation and interpretation of house rules.
- Expedited communication between upper-level management and general personnel.

Night Club Manager

Delta Corporation - 2008 - 2009

- Ran the student night club, where I handled scheduling, planning, payroll, and maintaining order during hours of operation.
- Responsible for employees scheduling, entertainment scheduling, payroll, employee relations, inventory control, purchasing on call for call in-s.
- Increased profits by establishing drink specials and other public relations.
- Managed 34 employees! Ordering , bartender payroll.
- To oversee the business operations.
- Manage all employees.
- Advertise for new entertainment.

Education

Diploma - June 2005(South Texas College - McAllen, TX)