

ROBERT SMITH

Night Club Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeks to attain a most challenging position addressing the needs of inner-city youth through community outreach and diverse avenues of communication.

CORE COMPETENCIES

Excellent oral/written communication and problem resolution.

PROFESSIONAL EXPERIENCE

Night Club Manager

ABC Corporation - October 2008 – April 2009

Key Deliverables:

- Managed all night club operations 5 shifts a week.
- Oversaw a staff of up to 60 individuals on a single shift.
- Managed cash handling and paperwork procedures for up to in sales on a single shift.
- Oversaw weekly stocking and monthly inventory of liquor, beer, and wine.
- Handled logistics for numerous types of parties including full buyouts of the establishment.
- Conducted pour testing and menu exams for service staff.
- Oversaw bottle service operations for 40 VIP tables.

Night Club Manager

Delta Corporation - 2005 – 2008

Key Deliverables:

- Supervised the activities of accountants, suppliers, wait staff and other players in the club; Ensured the smooth running of the club; Creative in .
- Supervised the activities of accountants, suppliers, wait staff and other players in the club; Ensured the smooth running of the club; Creative in .
- Conduct bookkeeping duties, supervision and training of all staff, scheduling, ordering and inventory, and quality of beverage.
- Manage budget by forecasting requirements; minimize expenses; review and pay invoices.
- Compose and maintain various databases, records, and monthly reports.
- night club Planned weekly events Monitored the daily budget of the club and ensured sales targets were reached Developed marketing campaigns to .
- To oversee the business operations.

EDUCATION

- HS - (Sudbury Valley School - Framingham, MA)