

ROBERT SMITH

Night Club Manager

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SUMMARY

Currently seeking a career with a stable organization where one can use organizational and customer service skills to enrich the quality of life.

SKILLS

Microsoft Office: Word, Microsoft Office, Access, Customer Service.

WORK EXPERIENCE

Night Club Manager

ABC Corporation - November 1986 – January 1989

- Manager over operations of Bar/Restaurant at night.
- Responded to calls for assistance to protect staff/customers/property.
- Enforced O.L.C.C.
- State/Local laws concerning selling liqueur.
- Work with outside law enforcement concerning issues internal investigations of employee/customer/O.L.C.C.
- Physically engage lawfully those unruly or uncooperative customers to promote a safe environment.
- Kept daily log, locked up at night/made money drop for owners.

Night Club Manager

Delta Corporation - 1982 – 1986

- performed inventory, made all purchases, stocked receipts, booked entertainment, developed themed entertainment nights, managed DJs, bands, oversaw .
- Club is relocating to Decatur Street across from House of Blues.
- Led day-to-day business operations management for a busy nightclub location; oversaw compliance with all initiatives for customer relations, staffing,.
- Maintained complete accountability for all budget management; ensured that inventory levels, pricing and profitability levels were conducive to .
- Spearheaded efforts to assemble and train a high performance team; significantly reduced employee turnover through the implementation of strategic .
- Sold sponsorships and exhibition space for trade show events; prepared and distributed marketing collaterals to drive interest; worked with clients .
- Closed NIGHT CLUB MANAGER Managed daily activities, booked talent for concerts, relieved bartenders for their scheduled breaks, nightly managers .

SCHOLASTICS

- Diploma - 1976(West High School)