

# Robert Smith

## Night Club Manager

### PERSONAL STATEMENT

Seeks to become an important member of your organization.

### WORK EXPERIENCE

#### **Night Club Manager**

**ABC Corporation - February 2013 - February 2015**

##### *Responsibilities:*

- In charge of daily and nightly operations of a chain of entertainment venues.
- Oversaw the increase in profits from \$600k in our inaugural year to \$1.5 million while in charge.
- Duties include creating profit-loss statements, accounting duties, and managing investor relations.
- Recruited, trained, and managed a staff of 30 employees.
- Created, promotion, advertising, and marketing plans for establishment and events.
- Negotiated contracts with vendors, local and national talent and celebrities.
- Manage all employees.

#### **Night Club Manager**

**Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Made sure club was running smoothly, did bookwork, and made schedule.
- Made sure club was running smoothly, did bookwork, and made schedule.
- Oversees day to day functions of a nightclub.
- Skills Used Customer service.
- Memphis, Shelby To oversee the business operations on a daily basis.
- Manage all employees.
- Advertise for new entertainment and new business.

### Education

Bachelors of Arts in Political Science - (University of Portland)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Excel,  
Notary Public,  
Management, Marketing.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)