

Objective

Have 15 years of extensive customer service experience working for several different establishments, worldwide. Most recent position was an Operations Manager, in which one was responsible for all facility maintenance, all purchasing, including appropriated and non-appropriated funds which involved forecasting the budget appropriately.

Skills

Web & Print Content Development Report Preparation PowerPoint Presentations General Office Computer Savvy Customer Service Referral Business Marketing & Sales Marketing Strategies and Campaigns Public & Media Relations Professional Presentations.

Work Experience

Night Club Manager

ABC Corporation - April 1986 – October 1989

- Overall financial status of Key Largo to include; payroll, accounts payable, receivable, deliveries, inventory, COS, COL, COG, promotions.
- Maintained personnel and personnel training promoted and marketed entertainment and catering.
- Not including any catered special function.
- Multi-tasking position that required hands-on management and flexibility.
- Responsible to prepare and oversee the budget.
- Prepare the beverage inventory.
- Organize events for the weekend.

Night Club Manager

Delta Corporation - 1982 – 1986

- Managing Night Club Promotions and business operations.
- responsible for stocking the bar, working the cash register, booking artist to perform, & putting together promotional and marketing materials.
- Inventory management of all Liquor, including re-ordering and ensuring the bar was fully stocked Scheduled all Liquor promos for the Club and .
- Multi-tasking position that required hands-on management and flexibility.
- Responsible to prepare and oversee the budget.
- Prepare the beverage inventory.
- Organize events for the weekend.

Education

BA in Business Management - (Jones International University - Phoenix, AZ)