

Robert Smith

Night Club Manager

PERSONAL STATEMENT

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

WORK EXPERIENCE

Night Club Manager

ABC Corporation - February 2007 - August 2007

Responsibilities:

- Manage all employees.
- Advertise for new entertainment.
- Supervised the activities of accountants, suppliers, wait staff, and other players in the club.
- Ensured the smooth running of the club.
- Conduct bookkeeping duties, supervision and training of all staff, scheduling, ordering and inventory, and quality of the beverage.
- Manage budget by forecasting requirements; minimize expenses; review and pay invoices.
- Compose and maintain various databases, records, and monthly reports.

Night Club Manager

Delta Corporation - 2003 - 2007

Responsibilities:

- Manage all employees.
- Advertise for new entertainment.
- Supervised the activities of accountants, suppliers, wait staff, and other players in the club.
- Ensured the smooth running of the club.
- Conduct bookkeeping duties, supervision and training of all staff, scheduling, ordering and inventory, and quality of the beverage.
- Manage budget by forecasting requirements; minimize expenses; review and pay invoices.
- Compose and maintain various databases, records, and monthly reports.

Education

Masters Of Science In Non-profit Leadership - January 2014(Cabrini College - Radnor, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Social Media
Management, Talent
Acquisition, Content
Sourcing, Customer
Service, Human
Resources, Project
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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