

Robert Smith

Wine Director

CONTACT DETAILS

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PERSONAL STATEMENT

Wine Director is Reinforcing communication of promotions and programs to the sales team. Attracting, retaining and motivating team to maintain an engaging work environment and to ensure sound policies and procedures adhered to. Building and developing a high performing sales team. Providing summary of sales activity to relevant stakeholders.

SKILLS

Stakeholder, Sales Team.

WORK EXPERIENCE

Wine Director

ABC Corporation - August 2008 - January 2008

Responsibilities:

- Maintained full wine program including by the glass entries within targeted costs, and provide anticipated costs for future budgets.
- Helped to hire, train, coach and develop service staff.
- Managed the responsibilities of the Junior Sommelier in order to ensure all work is completed on time and within budget.
- Helped to schedule various FOH departments to ensure all service standards are met while adjusting for levels of business.
- Oversaw and helped to drive the floor service and operations of the restaurant, cutting staff when appropriate and while ensuring they complete all side work.
- Helped to maintain the daily updates to menu and subsequently the website, tablets, etc.
- Coded and filed of all wine specific invoices and maintaining an invoice log.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Wine Director

Delta Corporation - 2004 - 2008

Responsibilities:

- Supervised all purchasing and marketing of wine department.
- Organized and held all tasting events.
- Produced and managed monthly newsletter.
- Million in sales, a 65% increase over a 5 year period as director.
- Managed all aspects of the wine department including purchasing, inventory and managing all retail staff.
- Created and managed monthly newsletter and a highly successful wine bar.
- Million in wine sales in 1998 a - 48% increase over a 4 year period as director.

REFERENCES

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

Education

MS