

General Manager Sales

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@website.com

Website: www.Website.com

LinkedIn: [linkedin.com/username](https://www.linkedin.com/in/username)

Address: 1737 Marshville Road,
Alabama

Objective

14 years of extensive experience as a General Manager. A position requiring a proactive team leader with a strong customer focus, a commitment to quality and service objectives, and a solid track record for delivering results.

Skills

Guest Service Relations, Supervisory Management, Record Keeping, Office & Clerical, Banking, Inventory, Budgets, Scheduling, Cashiering, Cooking, Food & Safety Certified, Bartender Operators License, and Organized.

Work Experience

General Manager Sales

ABC Corporation - January 2010 – September 2015

- Perform market analysis to develop a new business plan to migrate the business to a different type of restaurant with capital investment.
- Oversaw front of house personnel to maintain adequate staffing and minimize overtime.
- Led and directed team members on effective methods, operations and procedures.
- Carefully developed a lucrative annual food and beverage marketing plan and a strict budget to maximize profits.
- Clearly and promptly communicated pertinent information to staff, such as large reservations or last-minute menu changes.
- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant.
- Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment, and supplies.

Assistant Manager

ABC Corporation - May 2001 – December 2009

- Responsibilities I began as a part-time cashier in the garden center and worked my way up to the assistant manager position.
- Was in charge at any given time of 100+ people, and had to manage my areas of the store.
- Also worked at other stores that were in need, did auditing, loss prevention, and opened new stores.
- Active listener, tech-savvy managed office-related tasks, including reception, purchasing, or, ar, and ap
- Coordinated computer software systems for office workgroups, developed sales tracking programs and a web site
- Oversaw human resource issues including performance evaluations, employee development, and salary administration.
- Proficient in providing subsidized housing through sec 8 of the government-subsidized housing program.

Education

Bachelor's - (Paris Junior College)High School Diploma - (Thomas Nelson Community College -
Williamsburg, VA)Associates Of Arts - 1982(Northwest Community College - Powell, WY)