

# Susan Sample

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## Objective:

An entry-level position as a Food Service Manager

## Profile:

- Dedicated food service professional qualified to fill manager or supervisory positions
- Possess high level of organizational abilities and management skills
- Combined knowledge through educational training, co-op and background in food service
- Experience with food basics and techniques, staff management, vendor selection, contract negotiations, budget administration and security/loss control
- Strong interpersonal skills, effective with staff and customer relations

## Education:

### **Associate in Applied Science, Food Service Administration, May 2005**

Monroe Community College, Rochester, NY

GPA: 3.09

Member: Hospitality Club, Monroe Community College, 2003-2004

## Relevant Courses:

Food Service Administration	Restaurant/Cafeteria Service and Management
Applied Food Service Sanitation	Basic Food Preparation and Theory
Food Service Management	Hospitality Human Resources Management
Purchasing, Storage and Handling	Large Quantity Food Production and Management
Banquet and Catering	Basic Nutrition

## Cooperative Education Experience:

### **ABC Restaurant, Rochester, NY, Summer 2002**

- Performed all entry level functions from food preparation to kitchen/employee supervision
- Assisted with management of kitchen facilities and delegation of assignments
- Monitored and maintained inventory levels, including supplies and equipment
- Provided input for a full range of daily lunch menus as well as evening entrees
- Planned and organized special events, banquets and parties
- Prioritized prepping duties to meet deadlines

## Work History:

Weekend Manager, Burger King, Rochester, NY, February 2000-May 2002

Waitress, Applebee's Restaurant, Rochester, NY, January 1998-January 2000

Cashier, Wegman's, Henrietta, NY, March 1996-January 1998

Cook/Counselor, Camp Lake Rochester, Rochester, NY, Sum