

Jane Doe

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Summary

Twenty four years of success in responsible restaurant management. Proven ability to learn quickly, assess problems, and initiate corrective action. Comfortable in fast-paced, high stress situations requiring attention to detail and follow up. Able to motivate personnel to high performance standards and excellence. Demonstrated successes in organizing tasks and increase efficiency. Excellent communication skills.

Experience

Red Robin, El Paso TX

General Manager

2005 to Present

As a manager for Red Robin, I have been in charge of the front of the house, back of the house, and the financials. I have developed the team's schedule and evaluations, for these areas. I have been responsible for the execution of company rollouts in each of the restaurant's areas.

- I was instrumental with the development of a key employee manual for our area. The training program was designed to transition motivated team members into the next steps towards management. I have also written the policy for what to do when a disabled guest enters our restaurants.
- I was entrusted to head up the El Paso Golf Tournament benefiting St Jude's Children's Research Hospital. This involved interacting with major vendors, area businesses, and the region's restaurants. I was asked to lead this project the past three years. Last year's event netted the highest donation to date.

Cracker Barrel, Kansas City, MO/El Paso, TX

General Manager/Regional Training Manager

1995 to 2005

My responsibilities as a regional training manager included certifying and inspecting quarterly corporate training restaurants. I scheduled and visited each manager in training and assisted the training department writing the policy, training, and culinary manuals. I assisted with franchise relations and food and beverage development. I traveled a great deal as my one state area grew to include six others.

- I was awarded the Assistant Manager of the Year in 2003.
- As an Assistant and General Manager, I was chosen to aid the IT department in developing a inventory theoretical program for the entire company.
- My restaurant was one of two to be a training store for the St. Louis/Kansas City/Chicago area.

McDonalds Corporation, Kansas City, MO

General Manager

1990 to 1995

Managed operations of \$3M restaurant. Sole charge of 60+ personnel, marketing and finances. Prepared budget and maintained P&L. Reconciled monthly inventory and monitored all orders of food and paper goods.

- While working with Hardees, I was appointed to the corporate training team. I traveled with the team to train, organize, and support franchise openings.

McDonalds, St. Louis MO

Assistant Manager

1984 to 1989

As an assistant manager, I lead profitable shifts. I learned how to write schedules, fill out daily paperwork, maintain restaurant equipment, and helped with inventory.

- While with this company, our particular restaurant achieved consistent '3 Star Ratings' which pertained to cleanliness and operations.
- I learned how to multi task, make quick decisions, and become part of a team.

References

Available Upon Request