

SAMPLE STUDENT

Palatine, IL 60067

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ASSISTANT RESTAURANT MANAGER

Experienced hospitality professional with strong knowledge of the industry and consistent record of providing support for daily restaurant operations and outstanding customer service. Hold National Restaurant Association *ServeSafe* and State of Illinois Food Service Sanitation Manager Certifications. Passion for working in-front of and back-of house with focus on creative food service, teamwork, and leadership.

EDUCATION

Harper College, Palatine IL

Associate in Applied Science, Hospitality Management Degree -
Food Service Operations Management

Expected Graduation May 20xx

Food Service Management Certificate

May 20xx

RELEVANT COURSEWORK

Food Preparation and Production

Purchasing and Storage

Food Standards and Sanitation

Hospitality Supervision

Dining Room Operations

Hospitality Law and Risk Management

CERTIFICATIONS

National Restaurant Association *ServSafe* Certification

June 20xx

State of Illinois Food Service Sanitation Manager Certification (FSSMC)

August 20xx

EXPERIENCE

Bob's Burger World, Wheeling, IL

September 20xx to Present

Intern

- Assist in opening restaurant, overseeing cash control procedures, reconciling and making deposits
- Work with manager to create schedule and organize day to day kitchen operations
- Participate in purchase and requisition of supplies and equipment needed to ensure quality and timely delivery of services
- Resolve customer complaints regarding food service using communication and problem-solving skills
- Supervise and participate in kitchen and dining area cleaning activities

O'Shucks Bar and Grill, Schaumburg, IL

January 20xx to Present

Kitchen Staff Supervisor and Waitperson

- Support manager in supervision and scheduling of front and back of house operations
- Take orders and provide strong customer service resulting in repeat business
- Perform kitchen duties including short order cooking and food preparation

SKILLS

Microsoft Word, Excel, PowerPoint

Fluent in English and Spanish

VOLUNTEER EXPERIENCE

Journeys, Palatine, IL

September 20xx to Present

Kitchen Assistant

- Prepare meals for clients based on dietary needs
- Coordinate weekly meal plans based on consultations with supervisors

ACTIVITIES

Harper College, Palatine, IL

Hospitality Service Club – President

August 20xx to Present