**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

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**ASSISTANT RESTAURANT MANAGER**

Experienced hospitality professional with strong knowledge of the industry. Consistent record of providing support for daily restaurant operations and outstanding customer service. Passion for working in front-of and back-of-house with a focus on creative food service, teamwork, and leadership. Fluent in English and Spanish.

**EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Hospitality Management-

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

**SKILLS**

POS Software: SpotOn

Microsoft Office: Word, Excel, PowerPoint

Fluent in English and Spanish

**EXPERIENCE**

Bob’s Burger World, Wheeling, IL

**Intern**  September 20xx to Present

* Assist in opening restaurant, overseeing cash control procedures, reconciling, and making deposits
* Collaborate 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

Village Tavern & Grill, Schaumburg, IL

**Kitchen Staff Supervisor and Waitperson** January 20xx to Present

* 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

**VOLUNTEER EXPERIENCE**

Journeys, Palatine, IL

**Kitchen Assistant** September 20xx to Present

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

**ACTIVITIES**

Harper College, Palatine, IL

Student Activities Board- President August 20xx to Present