

## SAMPLE STUDENT

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### ASSISTANT RESTAURANT MANAGER

#### EDUCATION

Harper College, Palatine IL

Associate in Applied Science, Hospitality Management Degree -

Expected Graduation May 20xx

Food Service Operations Management

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