

# SAMPLE STUDENT

Palatine, IL 60067

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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

Food Service Management Certificate

Expected Graduation May 20xx

May 20xx

### RELEVANT COURSEWORK

Food Preparation and Production

Food Standards and Sanitation

Dining Room Operations

Purchasing and Storage

Hospitality Supervision

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