

MANAGER AND EXECUTIVE CHEF

Profile

Results oriented manager who thrives in fast-paced, competitive environments is seeking position offering opportunities for new professional and personal challenge. Self starter with a positive, can-do attitude who is driven to learn and succeed.

Areas of Expertise

- Inventory control
- Expense control
- Supervision and training
- Strong presentation skills
- Sound judgment
- Computer-savvy
- Process improvement
- Team building
- Staff motivator
- Business recovery and sustainability
- Conflict resolution
- Media marketing
- Cost reduction
- Budget allocation
- Diverse management experience
- Natural leadership
- Staff training
- Supervision and training
- Skilled negotiator
- Calm under pressure
- Complex problem solving
- Inventory control
- Adaptable
- Exceptional time management skills
- Operations Start up
- Performance evaluations
- Employee Scheduling

Professional Experience

Manager and Executive Chef

October 2014 to Current Company Name 1/4 City , State

- Continually monitor all Rochester University Fraternity house kitchens and take appropriate action to ensure food quality, service standards, policies, and sanitation standards are consistently met.
- Assign tasks and oversee the direction of employees to ensure compliance with food safety procedures and quality control guidelines.
- Performed kitchen walk-throughs to gauge timeliness, performance and excellent service quality.
- Monitor budgets of all Rochester University Chefs on campus
- Manage and approve all inventories and budgets related to all culinary areas on campus
- Manage, plan, and oversee all culinary campus events
- Developed variety of menu items catering to customers with food allergies and diet restrictions such as gluten-free and vegan items.
- Designated by Rochester University to be primary competitor to represent Rochester University in all culinary competitions

Sous Chef

October 2013 to June 2014 Company Name 1/4 City , State

- Approved procurement requests for banquet products
- Managed and updated day to day database of personal and existing recipes
- Budgeted food orders and products to maximize company profitability
- Maintained standards and responsible for all kitchen operations, banquet events and buffet lines
- Responsible for daily set up of all stations

General Manager/Executive Chef

September 2012 to October 2013 Company Name 1/4 City , State

- Advanced 30 year family owned non- profitable restaurant to lucrative, thriving business now known as "Local's Favorite"
- Personally acknowledged in the local Sun News, Myrtle Beach Tourist magazine, culinary and tourist websites as "Top 100 Myrtle Beach Chefs" in over 3,000 existing restaurants
- Designed, created, and implemented new restaurant and catering menus consisting of self-created recipes
- Scheduled and managed all catering events
- Reviewed and approved all food and beverage billing invoices and expense reports
- Monitored, budgeted inventory and expenses
- Managed day-to-day tactical and long-term strategic activities
- Scheduled and directed staff to maximize productivity
- Identified key growth opportunities through implementation of promotional events
- Hired and trained staff of over 20 for food and beverage preparation and approved payroll
- Reduced total operating costs while utilizing online tools such as Quicken
- Coached and mentored 25 employees and staff members by offering constructive feedback and taking interest in their career growth

Chef De Cuisine and Sous Chef

December 2010 to September 2012 Company Name 1/4 City , State

- Successfully and simultaneously worked with Owner and Executive Chef Ernest Bledsoe to successfully manage both restaurants
- Recruited and hired 20 new staff for each restaurant
- Inventoried, compiled and maintained records of food use and expenditures
- Ensured minimal product shrinkage and secondary use of products to avoid waste
- Managed food and produce receiving process with 100% accuracy.
- Led and motivated all restaurant personnel to be successful
- Trained new staff on cleaning and preparing various foods for cooking and serving
- Created special menu items and event menus
- Planned and prepared food for parties, holiday meals, special functions, and other social events
- Instructed other cooks in the preparation, cooking, garnishing, and presentation of food

Sous Chef

April 2010 to December 2010 Company Name 1/4 City , State

- Performed in a high volume kitchen under Executive Chef Frank Lee
- Supervised, coached and trained kitchen personnel, prep cooks and line cooks in the preparation, cooking, garnishing, and presentation of food.
- Executed various kitchen stations including meat, fish, grilling and saute while preparing fine dishes and special diet entrees
- Often switched between positions as Sous Chef to any other necessary Chef position mid shift to support changing needs of kitchen and staff
- Supervised and coordinated activities of cooks and workers engaged in food preparation
- Placed daily food orders

Kitchen Manager

July 2008 to April 2010 Company Name 1/4 City , State

- Scheduled kitchen and service staff
- Monitored safety, sanitation, and food preparation
- Inventoried food, supplies, liquor, beer and wine on daily basis
- Revised and organized kitchen procedures to optimize work flow

Internship for Associate Degree in Culinary Arts

January 2008 to June 2008 Company Name 1/4 City , State

- Skilled and proficient at all stations including prepping, saut ing, grilling before end of internship
- Served an average cover count of 300+ per night
- Obtained firsthand experience with international, European, and French Cuisine
- Interned during the 5th year of winning Charlotte Restaurant of the Year

Education

Associate Degree : Applied Food Science and Culinary Arts/Food and Beverage Management , May 2008 Johnson & Wales University 1/4 City , State , GPA 3.4 GPA: GPA: 3.4

Certification : Food Safety and Sanitation , 2008 Johnson and Wales 1/4 City , State

Certification : National Beverage Service and Bartending , 2008 Johnson and Wales 1/4 City , State

Affiliations

Future Business Leaders of America Scholarship

Federal Work Study Program Award

Johnson and Wales Achievement Scholarship

Skills

Budgeting, Multi-Business Operations Management, New Business Development, Profit Generation, Food Safety, Quality Management, Customer Relations, Vendor Negotiations, Vendor Partnerships, Time and Resource Optimization, Inventory Control and Management, Weekly Payroll, Policies, Safety, Work Flow