BEN FINCH

10008 Somewhere Avenue • Somewhere, CA 91854 • (555) 555-5555

HOSPITALITY PROFESSIONAL

Assistant Restaurant Manager ~ Catering Manager

Client-focused and goal-driven culinary professional with extensive experience in both hospitality and restaurant sectors. Possess solid leadership talents; effectively oversee training and supervision of individuals in food preparation and menu planning, while directing inventory and additional administrative responsibilities. Highly skilled professional *educated in the world-renowned Le Cordon Bleu culinary school and Les Roches in Switzerland.* Thrive in a demanding environments; exhibit firm knowledge of restaurant operations and safe food handling. Exceptional communication and interpersonal skills to work effectively with diverse clientele and lead a team of productive and work-oriented personnel.

Key Proficiencies

✓ Cooking Techniques & Procedures	✓ Costing & Budget Management
✓ Organization & Time Management	✓ Menu Planning
✓ Inventory Management & Storage	✓ Crockery & Kitchenware Provision
✓ Employee Scheduling & Supervision	✓ Training & Mentorship
✓ Sanitary Regulations & Provisions	✓ Team Building & Leadership

EDUCATION & CERTIFICATION

French Cuisine & Pastry Diploma - LE CORDON BLEU CULINARY INSTITUTE, France

Swiss Hotel Management Diploma - LES ROCHES, Switzerland (NEASC Accredited)

Advanced International Food Production Certificate - HAKING WONG TECHNICAL INSTITUTE, Hong Kong

Western Bread & Cake Baking Certificates - KWUN TONG VOCATIONAL SCHOOL, Hong Kong

Chinese Cuisine & Dim Sum Certificates - DICKSON CATERING INSTITUTE, Hong Kong

CAREER ACHIEVEMENTS

✓ Successfully established a diverse pastry section within Hong Kong bistro, providing European cakes and desserts for banquets serving more than 120 guests and patrons.

✓ Directed inventory control, dessert menu planning, and all food preparation, which facilitated optimal operations and service.

✓ Effectively managed various employees within the cold section of Italian restaurant, overseeing the preparation of appetizers, salads, and sandwiches.

✓ Supervised Pastry and Bakery sections, providing desserts and wide range of specialty Italian breads while upholding outstanding customer service along with quality and integrity of products being produced.

✓ Encompassed many roles within the restaurant business--prepared baked goods and pastries and oversaw sauté station while utilizing a wide range of culinary talents and knowledge in various cuisines.

Continued...

Career Achievements Continued...

✓ Successfully planned, organized, and managed large conferences, banquets, and catering events, allowing for a high level of customer service and satisfaction.

✓ Collaborated with management to develop departmental budgets and forecasts of revenues to maximize hotel room, food, and beverage sales, ultimately increasing the bottom line.

✓ Liaised with clients to establish solid working relationships; developed rapport with all levels of personnel and worked diligently to ensure client satisfaction, which encouraged ongoing business and word-of-mouth referrals.

✓ Recruited and trained restaurant personnel; ensured accurate preparation of annual performance reviews for employees.

PROFESSIONAL EXPERIENCE

ABC Resort – Somewhere, CA **Pastry Cook**	2001-Present
DEC Hotel – Somewhere, CA **Pastry Cook**	2000-Present
FGH Garden Restaurant – Somewhere, CA **Line Cook**	1999-2000
IFG Italian Fine Dining - China **Head Chef**	1997-1999
VWX Bistro – Somewhere, Hong Kong **Pastry Chef**	1996-1997
RST Palace Hotel – Somewhere, China **Conference Director** *(1990 – 1992)* **Conference Manager** *(1988 – 1990)*	1988-1992

PROFESSIONAL MEMBERSHIPS

Member, National Restaurant Association
Member, Health and Food Sanitation Association

Foreign Languages: Fluent in oral and written Cantonese and Mandarin Chinese
Technological Skills: MS Word, Excel, Access, PowerPoint, Lotus 1-2-3, IBM DW4

COMMUNITY INVOLVEMENT

Volunteer, CAUSE America – International Relief & Development Organization
Volunteer – Local Events
Volunteer, American Cancer Society