

# John D. Anderson (Sample Resume)

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## Profile

### Performance-Driven Restaurant Management Professional

with strong skills and expertise in the following areas:

- Restaurant Operations Management   ■ P&L Responsibility   ■ Conducting Staff Meetings
- Hiring, Training, Supervising & Motivating Employees   ■ Inventory Control/Ordering
- Cost Controls - Reducing Food Waste and Monitoring Labor Hours
- Ensuring Excellent Customer Service

## Summary / Strengths

- **Background encompasses extensive restaurant/catering management experience (20+ years)** utilizing a strong work ethic and commitment to meeting and exceeding organizational sales objectives.
- **Strengths:** Proven leadership skills (able to motivate personnel to meet and exceed desired objectives); excellent problem-solving & communication skills; strong financial and budgeting abilities; proven record of achieving high-ranking customer service surveys; skilled at developing and maintaining strong ties with the local community; self-motivated.

## Core Competencies

- Leadership/Management
- Recruiting Employees
- Reducing Food Waste
- Maintaining Restaurant Equipment
- Maintaining Quality Control
- POS Systems, Inventory Tracking, etc.
- Front & Back-of-House Operations
- Ensuring Compliance with Health Regulations
- Customer & Employee Relations
- Relationship Building with Vendors/Suppliers

## Education

### Bachelor of Science Degree in Management, Minor in Marketing

Clemson University, Clemson, South Carolina

- Honors: Named "Top Student" in Management Program during Senior Year
- Activities: Business Club (President)

## Professional Experience

### ► Bar-B-Q Heaven

Simpsonville, South Carolina

May 2014 to Present

#### General Manager

- Oversee all aspects of food preparation, ensuring strict compliance with health, safety, sanitation, and food handling regulations while maintaining profitability and cost controls.
- Recruit, hire, train, and supervise employees, fostering a motivated and high-performing team.
- Manage inventory, placing orders as needed to ensure adequate stock levels while minimizing waste and controlling costs.
- Implement and enforce strict measures to reduce food waste and optimize resource utilization.

- Develop and maintain staff schedules, monitor employee hours, and oversee payroll processing.
- Proactively identify and resolve operational challenges to maintain seamless service and uphold exceptional customer satisfaction.
- Conduct regular staff meetings to provide updates, address concerns, and reinforce company policies.
- **Achievements:** Recognized as the **#1 most profitable location** for six consecutive years out of 47 company stores; selected as the **official training store** for management trainees; ranked **#2 out of 47** for minimizing food waste and controlling costs; promoted from Assistant Manager to General Manager based on outstanding job performance.

► **Shank's Restaurant**

**February 2003 to May 2014**

Anderson, South Carolina

**Catering Manager**

- Managed all aspects of food preparation for catering orders, ensuring strict compliance with health, safety, food handling, and hygiene regulations for both corporate and individual clients.
- Consulted with catering clients to gather detailed event requirements, including dietary preferences, portion sizes, and event dates.
- Developed customized pricing structures, presented quotes to clients, and processed payments efficiently.
- Recruited, hired, and led a team of experienced catering professionals skilled in handling large-scale events.
- Applied expertise in international cuisine to accommodate diverse customer preferences and dietary needs.
- Oversaw inventory management, ensuring timely procurement and availability of essential supplies and ingredients.
- **Achievements:** Recognized as "**Best Catering Service**" in the Upstate by **Gourmet Catering Magazine (2012)**; honored by **Food Chefs Unlimited (2009)** with the "**Unique Approach to Catering Menus**" **Award (2009)**; consistently earned annual performance-based financial bonuses.

► **Upstate Hot Dog Fancy**

**January 2000 to February 2003**

Clemson, South Carolina

**Food Truck Owner/Operator**

- Operated food truck in the Clemson/Anderson area of South Carolina, providing hot dogs for festivals, meetings, and sporting events, with profit and loss responsibility.
- Oversaw all aspects of food preparation, including adherence to all health, safety, food handling, and hygiene standards.
- Gained reputation for "creative" methods of cooking and presenting hot dogs.
- **Achievements:** Named "**Best Food Truck**" by **Restaurant Magazine (2002)**; gained reputation across the Upstate of South Carolina for the "**Monster Dog.**"

<h2 style="text-align: center;">Community Activities</h2>
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- Rotary Club, Greenville, SC (Past President)
- Chamber of Commerce, Greenville, SC (Member)
- American Chefs Federation (Member)
- Association of Catering Managers – Southeast Division (Member & Past President)