

[Candidate Name]

[City, State] | [email@example.com] | [Phone Number]

PROFESSIONAL SUMMARY

[Results-driven **Restaurant Manager** with [X]+ years of experience overseeing front- and back-of-house operations in high-volume dining environments. Proven track record of increasing revenue, improving guest satisfaction, and optimizing labor and food costs through data-driven decision-making. Adept at building and leading high-performing teams, implementing standardized procedures, and ensuring compliance with health, safety, and brand standards. Focused on delivering exceptional guest experiences while maintaining operational excellence and profitability.]

EXPERIENCE

[Restaurant Manager] | [Upscale Casual Restaurant Name]

[City, State] | [Month Year] – Present

- [Direct day-to-day operations of a [150]-seat restaurant generating [\$X.XM] in annual revenue, consistently achieving [X%+] guest satisfaction scores and maintaining [X%] repeat-guest rate through service standards and staff coaching.]
- [Analyze daily sales, labor, and food cost reports using [POS System Name] and [Inventory/Reporting Tool], reducing controllable costs by [X%] and improving prime cost to [X%] of sales within [X] months.]
- [Recruit, train, and schedule a team of [X] front-of-house and [X] back-of-house employees, implementing performance review processes and training programs that lowered staff turnover by [X%] year-over-year.]

[Assistant Restaurant Manager] | [Fast-Casual Restaurant Brand]

[City, State] | [Month Year] – [Month Year]

- [Supported the General Manager in overseeing daily operations for a high-traffic location serving an average of [X00] guests per day, contributing to a [X%] increase in same-store sales over [X] years.]
- [Monitored compliance with health, safety, and sanitation regulations, leading pre-inspection audits and achieving consistent health inspection scores of [X]% or higher with zero critical violations.]
- [Led shift management including cash handling, bank deposits, and reconciliation of daily sales using [POS System Name], maintaining cash variance below [0.X%] and ensuring accurate financial reporting.]

EDUCATION

[Bachelor of Science in Hospitality Management] | [University Name]

[City, State] | [Month Year] – [Month Year]

- [Relevant coursework: Restaurant Operations, Food & Beverage Management, Financial Accounting, Marketing for Hospitality, Leadership in Service Organizations.]

[Food Safety & Management Certifications] | [Issuing Organization]

[Month Year] – [Month Year/Present]

- [ServSafe Manager Certification] | [Responsible Alcohol Service Certification] | [Local Health & Safety Compliance Training]

SKILLS

- **Operational Management:** [Staff scheduling, shift management, opening/closing procedures, inventory control, vendor relations, cost control, cash handling.]
- **Guest Experience & Service:** [Guest recovery, complaint resolution, service standards, table turns optimization, reservation management, event/banquet coordination.]
- **Financial & Analytical:** [P&L review, budgeting and forecasting, labor and food cost analysis, KPI tracking, sales reporting using [POS/Analytics Tools].]
- **People Leadership:** [Team recruitment and onboarding, training and development, performance management, coaching, conflict resolution, shift leadership.]
- **Compliance & Safety:** [Food safety (HACCP principles), health code compliance, workplace safety (OSHA awareness), sanitation standards, policy enforcement.]

- **Technology:** [POS systems ([POS System Name]), reservation platforms ([Reservation System Name]), inventory tools ([Inventory System Name]), MS Excel, Word, and email communication tools.]
- **Soft Skills:** [Calm under pressure, clear communication, problem-solving, attention to detail, adaptability, customer-focused mindset, collaborative leadership.]

PROJECTS

[Menu Optimization & Cost Control Initiative] | [Restaurant Name]

[Month Year] – [Month Year]

- [Conducted menu engineering analysis using sales mix and food cost data to identify high-margin and underperforming items, leading to a revised menu that increased average check size by [X%] and reduced food waste by [X%.]

[Service Standards & Training Program] | [Restaurant Group Name]

[Month Year] – [Month Year]

- [Developed and implemented a structured onboarding and service training program for new hires, including checklists, role-play scenarios, and service scripts, resulting in a [X-point] improvement in online review ratings and reduced training time by [X%.]