

# Larry Chan

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**OBJECTIVE:** Position in a progressive organization that offers growth and challenge.

## WORK EXPERIENCE

**Catholic Charities of Southern Nevada** Las Vegas, NV November 2011 – December 2012 **Dining Room Attendant**

- Assist the Dining Room Manager with all aspect of operations.
- Established new standard operating procedures in dining room for reporting all sales to accounting.
- Schedule all volunteers to assist in our daily “soup line” as well as our paid meals.

**Intermountain Rehabilitation Associates** Colorado Springs, CO May, 2005 - April, 2011 **Billing Manager**

- ▲ Reorganized all outside billing to in-house operation.
- ▲ Managed all day to day operation of billing department.
- ▲ Updated all information systems to increase office efficiency
- ▲ Increased annual income by following billing disputes to its completion.

**Ruby Foo's**, New York, NY Dec 2002 – Oct 2003 **Manager**

- ▲ Successfully help manage a fast and high volume restaurant in the middle of Time Square
- ▲ Overseeing and scheduling of several department
- ▲ NYC Certified Food Service Manager and TIPS Trained

**Campo di Fiori**, Denver, CO Nov 1999 – March 2002 **General Manager**

- ▲ GM in full charge of opening a successful new restaurant in the heart of Denver's hottest shopping district
- ▲ Awarded “Top Waitstaff in Denver” by 5280 Magazine within 3 months of opening
- ▲ Rated top 10 restaurants by both local newspapers.
- ▲ Zagat's guide as one of the top restaurants in Denver

**Mahi Mah's Seafood Restaurant**, Virginia Beach, VA Aug 1994 - July1995 **Service Manager**

- ▲ Part of the opening management team for a new and successful concept to the area
- ▲ Responsible for all aspects of “Front of House” operations, which includes scheduling, budgeting, hiring, training, and supervision of the service staff.
- ▲ Assisted in the designing, writing, and implementation of the restaurant's standard operating procedures (SOP).
- ▲ Prepared budgets and supervised the implementation of budget objectives to maximize profits

**Bamboo Hut Restaurant**, Virginia Beach, VA Aug 1991 – July 1994 **Regional Manager**

- ▲ Managed three full service restaurants in addition to ten delivery units
- ▲ Prepared all budgets and monitored daily target levels for each unit
- ▲ Held manager meetings regularly to discuss new marketing/promotional ideas, and to resolve problems at each unit
- ▲ Hired and evaluated the performance of all managers