

John Reavis

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San Francisco, California

Summary

To add my considerable skills and experience to a leading hospitality concern thereby realizing mutual goals.

Experience**Banquet Server****Event Temps**

July 2013 - November 2013 (4 months) • Worcester, Massachusetts

To provide excellent waitstaff services to various clients per agency request

Convention Registrar/Greeter**Convention Staffing Services**

January 2013 - June 2013 (5 months) • Las Vegas, Nevada

To offer except customer service to business convention clients in the Las Vegas Conv Center and various Resorts

Greeter/Line Monitor/Directional Agent**Marathon Staffing**

January 2013 - January 2013 () • Las Vegas, Nevada

To Provide Excellent Customer Service and logistical Support for A Major Las Vegas Convention(CES) Consumer Electronic Show.

To Give Directions and improve large Convention Registration efficiency number of attendees north of 150,000

Skills: Excellent customer service skills, Excellent Diction and Communication, Professional Department

Waiter, Banquet**Event Temps**

November 2007 - November 2012 (5 years) • Boston, Massachusetts

Industry above should be Temporary Employment Agency Focused upon providing professional temporary employees to serve Food & Beverages

Employed as a temporary banquet waiter serving food and drink as per various client requests

Waiter, Banquet/Fine Food**KSM Staffing**

December 2004 - November 2007 (2 years 11 months) • Boston

Industry above is Temporary Employment Agency providing Food Service Professionals to various clients and venues upon request. temporary employees to Clients

Working at various venues as a fine dining/ banquet waiter or bartender or barback clients included Harvard Business School, Weston Country Club, Emerson College and Boston's Museum of Science as well and BECE and Lesley College and The Charter Oak Country Club//Hudson, MA

Customer Service Associate**SelectStaffing**

November 2003 - July 2004 (8 months) • Worcester, Massachusetts

Industry above should be Temporary Employment Agency providing professional Office Employees as per client request

-Call Center Associate during Busy Holiday Season. -Achieved targets set by management. -Received Bonuses for reaching targeted goals and -inventory turnover efficiency -Assigned as "go-to" Clerk/Receptionist for a -large Property Management Concern. -Processed Rents, Audited Apartment leases, became -a liaison with various vendors as well as -documenting and dovetailing with the maintenance -department with regard to tenants requests for -corrective apartment maintenance. -Updated Filing system sent and received daily -faxes and accounting data from Head Office to -ensure that all Rental accounts were consistent -and current. -Served as backup and support for Property Rental -Agent as well as the Property Bookkeeper

Banquet Support Aide**Resources In Food**

November 2001 - December 2002 (1 years 1 months) • Richmond, Virginia

Supported banquet services at various hotels, set-up, prep, clean-up. Assisted in various food services

operations as kitchen aide

Hotel Concierge//Night Manager

Stanyan Park Hotel

April 2000 - August 2001 (1 years 4 months) • San Francisco, CA

The evening operation of of a Victorian-type boutique hotel namely, 26 guestrooms and 6 suites. Supervised 1 or 2 house employees as business dictated. The hotel recorded a 92% occupancy rate during my tenure. Concierge duties included reservations management, preparation for night audit, customer service and conflict resolution.

Assistant Front Desk Manager

Mansions Hotel & Restaurant

September 1998 - March 2000 (1 years 6 months) • San Francisco, CA

Small Operation thankfully required the handling of many tasks of which I am grateful for the experience provided luxury hotel rooms to the travelling public. sold reservations to daily gourmet dinner and magic show package. performed various tasks as needed; bellman, waitserver, bookkeeper and other hotel functions.

Evening Manager/Hotel Guest Services Concierge

Stanyan Park Hotel

January 1997 - June 1998 (1 years 5 months) • San Francisco, CA

Hotel desk clerk duties serving as information source to hotel guests. made room reservations, the checking in and out of hotel guests and arranging for transport and tours.

Accounting Clerk/Test Grader

Selectemps

April 1992 - December 1996 (4 years 8 months) • Richmond, Virginia

Above Industry was a temporary employment Agency providing professional Office staff

Employed in various concerns as an accounting clerk. Notably employed at Virginia Commonwealth University library as accounting technician. Employed at the Medical College of Virginia, as a test grader and provider of student computer accounts.

Education

San Francisco State University// Accountancy

Bachelor's Degree

1990 - 1992

Boston English High School

High School or equivalent

1966 - 1968

Certifications

TAM Certification: Tech of Alcohol Mgmt-Nevada

TAM Institute Sahara Avenue Las Vegas,NV

January 2010

The Techniques of Alcohol Management Certificate is mandatory for all Food Service Personnel in the Nevada Counties surrounding Las Vegas.Training to manage alcohol consumption and maintain an alcohol-safe environment.Considered A Public Safety Issue

Skills

BANQUET WAITER (Intermediate)

Hotel Clerk//Concierge//Night Auditor (Expert)

Light Bookkeeping And Accountancy (Intermediate)

Excellent customer service (Expert)

Communicative and "People Skills" (Expert)

Dining Etiquette and Deportment (Expert)

15+ years Travel & Hospitality Experience (Expert)