

Alberto Morales Puig

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Qualifications:

Strong interpersonal and communication skills. Positive and professional team attitude. 10 years of experience in the food service, hospitality and management industry. Proficient of Micros, Aloha, POS, Open table, Microsoft and Mac programs and operating systems; Word Excel and more. Strong understanding of budgeting accounting, scheduling and inventory.

Miles Cooperman Properties Inc. North Hollywood, CA 91607 2006 to current

In charge of 2 building in North Hollywood area, 23 units, responsible for the maintenance of the properties, tenant's requests, handyman scheduling of work orders, renovations and repairs.

Leasing and advertising of vacant apartments, showing, and processing applications. Collection of rents, processing notices, tracking delinquencies, evictions, tenant relations, field phone calls and emails, emergency maintenance calls, problem/ conflict resolution, reporting to owner, marketing, billing.

Working together with tenants, upper management, vendors and other employees to ensure efficient operation and maintenance of the properties.

Morels French Steak House. The Grove, CA 90036 2012 to current

Direct store's daily operations- opening, closing, accounting, scheduling, ordering and conducting inventory of food and supplies.

Ensure company's food and safety codes are always maintained.

Recruit, interview and hire staff.

Conducted performance evaluations, maintain and coached staff, including disciplinary actions if needed.

Sunset Tower Hotel. West Hollywood, CA 90069 2010 to 2013

Complete knowledge of service time, menu, and specials. Highly skilled in retrieving all food orders and beverages from kitchen or bar and place on table in keeping with departmental standards.

In-depth knowledge of anticipating guests' needs, reply quickly and acknowledge all guests,

Proven record of projecting a pleasant and positive professional image to all visitors at all times. Able to welcome guests professionally. Thorough understanding of selling and up-selling menu and beverage items in a positive, specialized manner.

Comprehensive knowledge of transporting tables and trays from Room Service area to guest rooms

Buenos Aires Grill. Woodland Hills, CA 91364 2008 to 2010

Night Manager responsible for the closing and balancing of the cash registers. Self-starter with strong time management skills. Developed a productive and competent team. Evaluated and counseled individuals on monthly performance. Planned and coordinated training events. Responsible for scheduling employees. Inventoried, issued, checked and maintained operations of the restaurant.

Camilo's California Bistro. Eagle Rock, CA 90041 2005 to 2008

Informed customers of daily specials. Check with customers to ensure that they are enjoying their meals and take action to correct any problems. Explain how various menu items are prepared, describing ingredients and cooking methods. Brought wine selections to tables with appropriate glasses, and poured the wines for customers. Prepared checks that itemizes and total meal costs and sales taxes. Stocked service areas with supplies such as coffee, food, tableware, and linens.

Bread Bar Century City, CA 90067 2003 to 2005

Designation and implementation of management systems, administrative policies, and operational procedures. Menu planning and experience with Italian, French, Mexican, and Nouvelle American cuisine. Hiring and termination, supervising, scheduling, training, evaluating, and motivating professional and support staffs.

Troubleshooting actual and potential problem areas, and implementing viable solutions that are both profitable and efficient. Purchasing food and supplies, and monitoring inventory. Knowledge of financial systems and procedures. Exceptional interpersonal, customer service, liaison, and follow-through skills. Executed all duties associated with this French restaurant, from full service to opening and closing the restaurant.