

**Matthew W. Howell**  
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**Experience:**

**Job Title:** Bar Manager  
**Employer:** Pizza Oragasmica, San Francisco CA  
**Dates:** 12/13 to 04/14

**Duties:** Accounting and balancing server tills. Recruiting, training and motivating staff. Keeping up to date with licensing legislation and taking legal responsibility for the premises. Order and inventory of beer and wine. Enforce health and safety rules. Manage kitchen staff. Deal with difficult customers.

**Job Title:** Asst. Food and Beverage Director/Head Server  
**Employer:** Ben Lomond Hotel/Rumors Night Club, Ogden UT  
**Dates:** 07/08 to 12/10

**Duties:** Assist in the management of all F&B and day-to-day operations within budgeted guidelines and to the highest standards. Design menus, purchase goods and make necessary improvements. Identify customers needs and respond proactively to all of their concerns. Lead F&B team by recruiting, training and appraising personnel. Establish targets, KPI's, schedules, policies and procedures. Comply with all health and safety regulations. Report to management regarding sales results and productivity.

**Skills:** EMPLOYEE MANAGEMENT, CASHIER, DATA ENTRY, CUSTOMER SERVICE, MULTI-LINE TELEPHONE, SALES, PURCHASING, PRODUCT DEVELOPMENT, EXCEL, OUTLOOK, GOOGLE SYSTEMS, APPLE SYSTEMS, MICROS SYSTEMS.

**Education:** 04/2008 - Associate Degree - Weber State University, General Studies  
08/2009 - Senior Instructor - MP-USA, Kombinasi 1  
05/2002 - Diploma - Washington High School Ogden, UT

**Additional Comments:** California ServSafe Certificate Expires 5/2018. Kombinasi 1 MP USA 2010, Outstanding Achievement- Manufacturing 1999, Eagle Scout Quartermaster BSA 1997.

**References:** Available on request