

M a n u e l J . S a n c h e z

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Summary of Qualifications:

- Strong knowledge and experience in all aspects of the restaurant and hospitality industry.
- Excels in building productive teams and a positive work environment.
- Proven ability in planning, scheduling, and carrying out events that exceed customer expectations.
- Ability to maintain a safe and productive work environment, including knowledge of Cal OSHA and MSDS work standards and experience in conducting safety meetings.
- Experienced in use of Outlook, Microsoft Word, and Excel.
- Fluent in Spanish.

Professional Experience:

- 09/11 – 06/16 SAVOR San Francisco at Moscone Center San Francisco, CA
Retail Operations Manager
- Responsible for executing location set-ups for cash-on-delivery concession facilities.
 - Manage a crew of up to 40 employees.
 - Responsible for ensuring compliance with state health code requirements.
 - Responsible for scheduling sufficient staff for all events.
 - Ensure adherence to company policies.
- 04/11 – 9/11 Stanford Fine Dining (Charles Schwab Residential) Palo Alto, CA
Fine Dining Server / on call
- Responsible for executing fine dining experience for the Graduate School of Business.
 - Exceptional food and wine knowledge.
 - Fostered excellent working relationship with Stanford management and staff.
- 12/09 – 3/11 Pacific Athletic Club Redwood Shores, CA
Banquet Server/assist in operation of events /on call
- Responsible for executing banquet events (weddings, corporate parties and events, etc.) per standards established by the Pacific Athletic Club.
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- 01/08 – 9/09 Mountain Winery Saratoga, CA
Front House Manager/Banquet Captain/server when needed/seasonal work
- Responsible for executing corporate and private events according to specified standards.
 - Responsible for hiring and scheduling staff and for managing payroll.
 - Responsible for networking to generate new and returning business.
 - Served as management liaison working with union steward.
 - Responsible for ensuring compliance with company policies and standards.
 - Liaison for Spanish speaking employees.
- 1/05 – 12/07 Lake Merced Golf and Country Club Daly City, CA
Restaurant Manager/Banquet Captain/server when needed
- Responsible for coordinating all banquets and club functions.
 - Hired and managed front-of-house staff.
 - Responsible for scheduling, payroll, and budgeting for 20-30 employees.
 - Responsible for implementing standards and guidelines of Lake Merced Golf and Country Club.
- 11/02 – 11/04 Trader Joe's Millbrae, CA
Merchandiser San Mateo, CA
- Ensured quality customer service, efficient stocking of products, and cashiering.
 - Motivated team of employees to maintain a positive and productive work environment.
- 1/82 – 2/01 Guittard Chocolate Company Burlingame, CA
Production Foreman
- Supervised crew of twenty-four employees in mixing and packaging of chocolate production.
 - Responsible for implementing product manufacturing schedule as set by plant production manager.

References: Available upon request.