

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

1401 Broadway Avenue, Apt. 4  
Millbrae, CA 94030  
Cell (650) 255-0352  
manchez94030@yahoo.com

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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.

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.