

# Dana Hudson

T .415-716-0539    [hudsondana14@gmail.com](mailto:hudsondana14@gmail.com)

## EXPERIENCE

17 years restaurant and retail management experience

6 years managing multiple locations

7.5 years managing caterings and special events

Seasoned Leader capable of juggling multiple priorities and shifting responsibilities

## EMPLOYMENT HISTORY

### **Café Bernardo, Berkley Bar (November 2014 – May 2016, November 2017-Present)** **General Manager**

- Oversees all restaurant operations
- Hiring and development of 60 employees
- Manages purchasing, labor, COGS
- Oversee food and beverage quality
- Maintenance and cleanliness of restaurant facilities, furniture and equipment
- Maintains relations with vendors and landlords
- Programming and upkeep of Point of sale System

### **Off the Grid Services, Sacramento (May 2016 - October 2017)**

#### **Operations Manager**

- Plans and executes public events - drafts event budgets, supervises set up, breakdown, staffing, vendors and equipment
- Manages all third- party-stakeholders, establishes relationships with vendors, and property managers etc.
- Works closely with Marketing, Business Development and other departments to support company objectives and create unique experiences within events
- Manages Catering Department staff and executes events from lead to production end.
- Maintenance of company assets and event equipment including truck fleet.
- Responsible for recruiting, training and ongoing guidance of the Ops department.
- Works with HR to enforce policies and procedures, promotes and embodies company culture, and safety.
- Payroll management and PNL Analysis
- Ensures brand standards and market experiences are consistent and in line with company standards

### **Mission Bay Food Company, San Francisco, CA (September 2007 – March 2014)**

#### **FOH Operations Manager**

- Oversees operations for the company's 6 restaurants
- Manages staff of 60 and separate catering department
- Oversees, hiring, firing, and employee development
- Reviews all orders, manages inventory, tracks accounts payable
- Oversees scheduling for 6 locations and manages payroll
- Analyzes company reports and makes adjustments to pricing/spending
- Oversees customer service, food quality and safety
- Maintains all restaurant equipment and programs all point of sale systems
- Manages catering department and oversees all large corporate events
- Processes all catering payments and tracks accounts receivables

**Starbucks Coffee Company, Sacramento/San Diego, CA (2004 to 2006)**

**Assistant Manager**

**EDUCATION**

**California State University, Sacramento - B.A., Theatre (2003)**

**University California San Diego 1998-1999**

**French Wine Scholar Certified, French Wine Academy (2013)**

**TECHNICAL SKILLS**

**Microsoft Excel, Publisher, Word, Outlook; Caterease, Maitred, MICROS, Social Tables, Google Apps**

**Spot Light Operator and Lighting Tech**

**Stage Management**

**Fork Lift Certified**

**REFERENCES**

Steve Paoli - Owner – Garaje SF (Former owner/ General Manager Mission Bay Foods)  
415-815-8244

Alex Welch - Former Director of Operations - Off the Grid Services, San Francisco  
208-954-7317

Josh Jimenez – Catering Sales, Off the Grid Services  
619-316-4077