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Facilities Manager CV Template

- Working with a variety of contractors from a number of different sectors, agree and forming contracts and agreements
- Managing all security issues at the allocated premises including finding the right security companies, CCTV specialists and guards to protect the premises
- Ensuring health and safety regulations are met at all times and by all parties
- Updating the Health and Safety policies based on new government regulations
- Managing the Health & Safety of all stakeholders at the sites; ensuring that the relevant staff are fully trained in first aid, emergency evacuations and fire safety
- Liaising with HR regarding temporary workers and short-term contractors
- Managing third-party contractors and agency staff across various premises
- Producing specialist reports for the senior management and board of directors
- Organising visits and responsible for booking rooms and meetings
- Holding regular team meetings to ensure everyone is up-to-date with the latest developments in the organisation and addressing any issues or concerns

Feb 2015 – Sept 2015 **Facilities Coordinator** **National Trust**

Main duties performed:

- Offering support to the whole facilities team when required
- Working with a variety of external companies for providing maintenance, building, cleaning, security and IT services
- Ensuring all buildings are in perfect condition and presentable to the public
- Dealing with any complaints or issues with regards to different sites
- Carrying out general office admin including photocopying and filing

Professional Training and Qualifications

- Level 3 Diploma in Facilities Management
- First Aid (2016)

Skills

- Staff management: responsible for 50+ staff including site managers, contractors, builders, cleaners, catering and administrative staff.
- Ability to work under pressure and to tight deadlines
- Ability to produce clear and concise reports suitable for senior management

Hobbies and Interests

I am an active member of my local football team and I have recently been selected as the captain of the team. Not only does this hobby keep me fit and active but it also helps develop my team-working skills outside of my normal working environment.

References

Mr Carl Bower
Senior Facilities Officer, Capita
Address: 4 Victoria Rd, Devon, DE48 1YT
Tel: 0623 9864 5532
Email: bower.c@live.co.uk

Mrs Olivia Clarkson
Supervisor, National Trust
Address: 66 Church Lane, Suffolk, ST1 9FE
Tel: 072 7842 4568
Email: olivia@gmail.com

Page 2 of 2

FINANCE RESUME EXAMPLE

CONTACT

0000 000 0000
jones@jones.com
100 Your Address Blvd,
City Name, CA 90000
LinkedIn

EDUCATION

BS Accounting
UCA, Los Angeles, CA
2008
Honors: cum laude
GPA: 3.8/4.0

KEY SKILLS

Accounting
●●●●●○
Financial Reporting
●●●●●○
Tax Preparation
●●●●●○
Cost Accounting
●●●●●○
Budgeting
●●●●●○
Audit
●●●●●○
A.R.A.S.
●●●●●○
BEST NETWORK / 2016
Accounting

PROFESSIONAL EXPERIENCE

BEYOND GROUP INC., San Francisco, CA
Controller, March 2010 - present

- Spearheaded the overall finance function of the company with over 1000 employees in revenue and 100+ employees
- Oversee the preparation of financial statements, audits, reports, cash flow, and other financial reports, ensuring compliance with regulatory standards
- Finance company assets and oversee financial resources by providing financial direction in structuring accounting policies and procedures

FLUOR, Irvine, CA
Accounting Manager, April 2008 - February 2010

- Oversee the daily operations of the accounting department, including financial data management, financial reports, production, and compliance with accounting methods, policies, and principles
- Prepared and filed all taxes, including federal income, state income, payroll, sales, and corporate franchise taxes
- Formulated annual budget, cash forecasts and variance reports, and managed office administrative and human resources functions
- Saved the company 20% in operational costs by identifying major inefficiencies in monthly cash flow



SOPHIA ROBERTS

Criminal Lawyer



OBJECTIVE

Seeking criminal lawyer position with a reputable firm, that will allow me to heighten my career in this field.

ABOUT ME

Examining the elements or structure of something in order to deliver solutions aliqua mdolore magna.

Examining the elements or structure of something in order to deliver solutions.

CONTACT

150 Berlin, Germany
0273 - 3944 - 4545
1212 - 4579 - 9797
sroberts@gmail.com
sroberts.law.com

EDUCATION

2013 - 2015 **MASTER OF CRIMINAL JUSTICE**
Boston University
Berlin, Germany
3948 - 9234 - 2039

2009 - 2013 **BACHELOR OF SCIENCE**
National University
Berlin, Germany
4857 - 3948 - 9284

2005 - 2009 **HIGH SCHOOL**
Wrihs High School
Berlin, Germany
1928 - 2938 - 2398

EXPERIENCE

2017 - Present Criminal Lawyer

2016 - 2017 Criminal Lawyer

2015 - 2016 Criminal Lawyer

SKILLS

Tax Law ●●●●●○

Sound Judgment ●●●●●○

Logical Reasoning ●●●●●○

Analytical Thinking ●●●●●○

Persuasiveness ●●●●●○

REFERENCE

SKYLLER WHITE (Lawyer) **MYRELL SNOW** (Lawyer)

0311 - 1900 - 5749 0154 2589 6352
skyllerwhite@email.com myrellsnow@email.com

Pharmacy Technician

✉ your.name@gmail.com

☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd, City Name, CA XXXXX

Dear [Mr./Mrs./Ms.] [Hiring Manager's Surname],

As a long-time admirer of [Company]'s vision to make a positive impact on people's lives nationwide, I'm delighted to apply for your recently posted pharmacy technician position. My background includes 6 years of experience at reputable retail pharmacies, an associate's degree in Pharmacy Technology, and a Certified Pharmacy Technician (CPhT) certification. Therefore, I believe I would be a valuable addition to the team at [Company].

In my present role as a pharmacy technician at Rite Aid Pharmacy, I've demonstrated a keen ability to improve efficiency, enhance productivity, and delight customers with outstanding service. During my 3-year tenure, I've significantly expedited order completion, reduced admin work time, and increased client retention.

Furthermore, my passion, commitment, and work ethic are evident through the following career highlights:

Built a loyal, ever-growing clientele through word of mouth, social media, and tactful customer service, which drove an average of 2.5% growth in month-on-month sales over the past 12 months
Ensured high levels of customer satisfaction, proven by a 4.8/5 score on Facebook after +290 reviews during the last 3 years
Nominated for the American Association of Pharmacy Technicians (AAPT) Founder's Award in 2017

Besides my credentials, I maintain current knowledge of pharmaceutical standards, guidelines, and best practices. I have also trained new pharmaceutical technicians on every aspect of the role.

I would love the opportunity to meet you, and I'm excited to continue helping people on their path to recovery by becoming a member of [Company]'s team. I'm happy to discuss the position in more detail, and you may contact me by phone at 123 456-789 or via email —
SophiaRobinson@gmail.com to arrange an interview. Thank you for your time and consideration.

Sincerely,

[Your Name]



Higher-end décor and prices. Knowing you stocked up all items before rush hour, cleaned the bar, and have everything in place, frees up the mind to rock the shift with your team. Server, Customer Service Agent, etc.) to show you have work experience. Bartender Action Verbs Never make your professional experience sound like a passive list of daily tasks. What to Highlight as a Bartender Depending on how far along you are in your bartending career, you are going to want to highlight different things For both beginner and seasoned bartenders, it is essential to identify the type of bar settings you have worked with. Another important thing to highlight is what types of beverages you were serving. A good bartender chats away with any customer while staying friendly and professional. Comedy, conversation, psychology, persuasion, entertainment. Who can be charged up with your energetic and engaging attitude? If you aren't sure what kind of restaurant you have worked in, you can review the breakdown below: Casual Dining- Serves mid-range priced foods in a casual setting. Most skills being soft skills. Bartenders should possess and highlight these soft skills: Communication. These traits help tremendously in naturally being a good bartender. Bartending is a diverse job with many skills. Examples are a pub, a craft cocktail bar, a fine dining restaurant, a hotel bar, or special events. To make sure your resume is what employers are looking for, try incorporating the following job descriptions and responsibilities. Passionate bartenders enjoy working in settings just like this!Half the communication is being a listener, a receiver. Organization. Bartenders are more often than not, busy running their bar, multiple guests, and multiple orders. Casual dining restaurants typically have a full bar. A bartender keeps track of all that, while also remembering who paid, who is still waiting, and who and what comes in the venue. Good luck! The Great Bartender Resume Guide Bartender Resume Sections Contact Information NameAddressPhone NumberEmailAlternative contact channels, such as LinkedIn or Facebook Messenger, may also be listed. For instance: How many customers did you serve per shift?What was your daily alcohol sales? Wine pairings, craft cocktails, craft beer, etc.) Skills Summary/Key SkillsList of critical skills that you possess that you can also find in the job posting LanguagesOptional- If you know how to speak multiple languages, include what languages you know and your level of proficiency. Throughout your shift, you take orders, have constant chatter with guests and colleagues. Who up for a little chatter? Examples include TGI Friday's, Cracker Barrel, and Olive Garden. It is not necessary to have any diploma or education to work in the foodservice industry. How do I write down my bartender experiences? Employment History>Showcase your past places of employment and include a list of your daily responsibilities. Having the guests seen that the bartender has noticed and welcomed you, is the kickstarter of vibe creation. Employers want to know if you have made fresh craft cocktails or if you have just poured beer and wine and been entertaining the guests while doing that. Click the button below to make your own. Bartender Resume Job description & duty Examples Whether you are just starting your bartending career, or are a seasoned veteran, employers are expecting you to be familiar with the basics. Definitely worth checking out if you can find your way with Microsoft Word! Andrew McKenzie, Bartender Resume.docx Here you are, just a few steps away from turning your resume into an informative and intriguing ticket to your next gig! We get you covered from beginner- to Head Bartender positions 20 Bartender Resume Examples Create My Resume These bartender resumes have been made with Resume.io. Seeking a new bartending position? Good luck! Create My Resume Create My Resume These bartender resumes have been made with Resume.io. And ideally, with a smile on the face. Bartending is communication. Vibe creation? Carefully listening to customers, diet wishes, life stories, and everything in between. If you are new to the hospitality industry, you can add other employment (ex. Actual listening makes the communicator and forms relationships that make customers return.Should you detect intoxicated customers, are you able to deny further service to those individuals in a friendly and caring manner? Create My Resume Bartender Word Resume Download Next to this specific Word resume, we have over 60 free word resumes to download for free. Tip: Scan the job posting for keywords to include throughout your resume document. And of course: making stunning drinks! Customers and guests come to a pub, bar, or restaurant, looking for atmosphere. Vibe creation. Edit freely and download all possible templates (\$2.95). To show employers that you have the skills they are looking for, try to incorporate these skills into your profile, key skills, and cover letter sections: 42 Example Bartending Skills to Consider Good memoryFriendlyEngagingKnowledgeableOrganizationCreativeProfessionalCourteousComposureCommunicationInventory ManagementCustomer ServiceCash handlingTime ManagementPOS SystemsEnergeticAccuracyAttention to detailMonitoring Alcohol ConsumptionBasic MathDependabilityAttentivenessMultitaskingSense of HumorInterpersonal skillsStaminaAssertivenessIntegrityTeam WorkCritical thinkingInitiativeCredit Card processingEfficiencyDiet and Allergy knowledgeOutgoingMemoryReliabilityFlexibilityAppearanceCleanlinessPersuasiveUplifting Common Bartender Certificates Quantifying Your Successes Employers love numbers because it makes your experience more tangible. For example, casual dining or fine dining. When writing your bartender resume or curriculum vitae, if you can answer the questions, "How much?" or "How many?", you should try to include that number. Food sales?How many bartenders did you train? Education/Licenses/Certifications/TrainingList any training classes, food service certifications, and relevant workshops that you have received. General Bartender Job descriptions Preparing alcoholic and non-alcoholic beverages for patronsMixing and serving drinks to our guests' specific wishesInteracting with customers in a friendly and courteous mannerReceives payments (cash or credit card) and hands change to customersAssessing customer's preferences and needs and making the appropriate recommendationsChecking customer's ID to make sure they are of legal drinking ageEntertains waiting for customersComplying with federal and state food and beverage regulationsCommunicating effectively with special care and other large group settingsConducts proper housekeeping to ensure the cleanliness of the bar areaTaking and creating multiple drink orders at once including cocktail makingResponsible for opening and closing of the establishmentPerforming in high-paced and pressured environmentMaintaining full knowledge of the menu and promotionsWorked diligently to assist co-workers when necessaryDeveloping excellent customer relationsResponsible for training new employees Experienced Bartender (3+ years) Creating new items to add to the bar menuRestocking and replenishing bar supplies and alcohol inventoryCreating promotions and deals of the dayWorking with beverage suppliers to test and purchase new productsTraining new bartenders and facilitating shadow daysAttended a weekly wine course to learn and promote our wine list Lead/Head Bartender Concocts new drinks from time to timeCreated marketing strategies, event planning and social and print media to increase salesResponsible for the bar, ensuring all cash is counted and depositedTrack of sales and buying combined with fine-tuning of promotionsReporting daily and weekly sales reports to managementCoordination of staff working schedule Cocktail making Mixing fresh ingredients to prepare cocktailsUtilizing fresh ingredients to prepare craft cocktails per our menu's specification Create My Resume Bartender Resume Skills & Examples A bartender's main duty is to serve and prepare drinks. Organizations allow the bartender to keep a clear overview of the bar and mind in hectic times. A good bartender reads his clients. Why not begin with checking out some professional resumes other bartenders used to get hired? Orders are taken at a table by a server. If you have been in the industry for a while, only include your bartending experience. What are skills and experiences that my competing job hunters come up with? Instead, help potential employers envision you performing the job by using these bartender specific action verbs: PreparingServingSuggesting CleaningInterpretingOrganizing GreetingTakingMaking InputtingCompletingTraining EstimatingAnalyzingRunning ApplyingWorkingShowing OrderingCheckingcalculating RecommendingAdvisingHosting Related Cover Letters Click here to download a bartender cover letter sample. At whatever stage you might be, we help you land your next bartender dream job.Besides the 20 bartender resume examples that you can download (and some freely edit), we wrote an extensive resume guide with section samples to get you that extra edge on your resume (CV as some might call it). Languages are especially important when looking for work in a cosmopolitan city. So if you are new to the scene, pay attention as to what skills and traits to list, to get you on the radar as the perfect new bartender in town!If you are not sure whether you have a Helping or Persuading interest, which largely fits with a career as a bartender, you can take a career test to measure your interests. Bartenders typically have a personal interest in helping, service, and persuasion areas, according to the Holland Code framework. Yes! It all starts with the greeting of a bartender when you come in as a guest. It helps the customer to manage the expectation of having to wait until the bartender has a moment to care for you personally. Fine Fining- Full-service restaurants with dedicated meal courses. All in a clear and friendly manner, in a possible high-paced environment. If you have worked in a restaurant, identify the type of restaurant. Who is up for a joke? While so, provide a hospital, caring, and entertaining atmosphere while building momentum with the guests. Profile1 - 3 sentences giving a broad overview of your profession, years of experience in the industry, and specific areas of speciality (ex. Often have dress code rules, in addition to strict guidelines for bartenders and restaurant staff to follow.

Bartender resume sample; Sommelier resume sample; Hotel Front Desk Employee resume sample; How to write a hotel management resume. ... If you don't want to waste time fussing with word processors and graphic design software, a resume template can help you create an attractive format in a few clicks. 29-09-2021 · Whichever basic resume format you go with, the Concept template is ready and waiting for you to use in our state-of-the-art resume builder. This simple CV template is particularly great for food service resumes, culinary resumes, and bartender resumes. 01-11-2021 - In order to apply for a job at the United Nations, the applicant will be required to write a resume or CV based on a specific format and template. This page contains the standard UN Resume / CV Format for those who want to apply for a job at the United Nations. 17-11-2021 · An accounting resume sample that gets jobs. Get 20+ great examples and job-winning tips from our experts. Read our complete guide to writing a professional resume for accountants. Highlight your accounting skills and achievements, get a lot more interviews, and kick-start a new career! Bartender resume sample; Hotel Front Desk Employee resume sample; Sommelier resume sample; How to write a pastry chef resume. ... You can take the guesswork out of formatting, or even create multiple designs for multiple openings, by using a resume template. ... LiveCareer Resume Builder has all the tools you need to create a standout, superstar resume, even if you have no work experience in your field of interest. We'll guide you step-by-step through the resume creation process, offering expert tips and ... Take a look at the chronological sample resume format below and how the information is organized: Use This Template. Save time by using a preformatted resume template in our Resume Builder. Tips for writing to the chronological resume format. Resume summary: In a few sentences, give an overview of your top qualifications for the job, with an ... 24-01-2020 · The type of job descriptions you include in your resume should reflect your experience working in the hospitality industry. For instance, you might include examples of your customer service skills, how you have helped past restaurants create repeat business or other professional accomplishments that show employers your competency as a server.

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