

Career Change

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Summary

Former restaurant manager transitioning into project coordination, bringing eight years of budgeting, scheduling, and cross-team leadership now paired with a completed project-management certificate.

Experience

Restaurant General Manager, Harbor View Restaurant Group

2017 – 2025

City, ST

- Managed daily operations for a 90-seat restaurant, coordinating a 35-person team across front and back of house.
- Owned a \$1.4M annual budget, cutting food and labor costs 9% through forecasting and scheduling discipline.
- Planned and tracked multiple concurrent initiatives, from menu launches to a full dining-room remodel delivered on schedule.
- Built staff schedules and vendor timelines, the same coordination work a project role demands daily.
- Resolved cross-team conflicts and kept service running smoothly during peak volume, a transferable leadership skill.
- Implemented an inventory system that reduced waste 18%, demonstrating process improvement and data tracking.
- Trained and developed four assistant managers, showing the stakeholder communication central to coordination roles.

Catering Operations Lead, Citywide Catering Company

2014 – 2017

City, ST

- Coordinated logistics for 50-plus events per quarter, managing timelines, staffing, and client requirements.
- Served as the single point of contact for clients, translating their needs into detailed event plans.
- Tracked budgets and deliverables across events, keeping 95% of jobs within their approved cost.
- Negotiated with vendors to secure rentals and supplies under deadline pressure.
- Documented repeatable event-setup checklists adopted across the operations team.
- Led on-site crews of up to 12, the people-coordination work that maps directly to project teams.

Education

Bachelor of Arts in Hospitality Management

2010 – 2014

State University — City, ST

Certifications & Licenses

CompTIA Project+ · Google Project Management Certificate · ServSafe Manager

Skills

Project coordination · Budget management · Stakeholder communication · Scheduling and resource planning · Process improvement · Team leadership · Vendor negotiation · Data tracking · Problem solving under pressure · Microsoft Excel · Agile and PM fundamentals · Documentation