

SARAH L. AMBROSE

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OBJECTIVE

To obtain a challenging position within the hospitality industry in order to utilize my current skills and gain new skills to further advance my career.

WORK EXPERIENCE

- Rockrimmon Country Club**, *Assistant Dining Room Manager*, Stamford, CT June 2014- Present
- Generated and analyzed sales reports through Jonas POS System
 - Implemented healthy choices and options on daily menus
 - Meet and consult with members to properly plan private events
 - Train and manage a 20 person dining room staff to ensure customer satisfaction
- Club Managers Association of America**, *Executive Officer*, UNH Student Chapter Fall 2012-May 2014
- Evaluated and reserved appropriate venues for fundraising events
 - Contacted and selected vendors to sponsor fundraising events to benefit student chapter
 - Engineered and designed menu and timeline for two 60 person functions
 - Created and executed floor plan and space theme
 - Prepared, presented, and utilized two event and two travel budgets
 - Organized student meetings, tours, events, and travel arrangements
- Riverside Yacht Club**, *Events Intern*, Greenwich, CT May 2013- August 2013
- Met and consulted with clients to ensure customer satisfaction in event execution
 - Managed and coordinated event timeline and activities with staff
 - Supervised space design and theme for 300 person functions and weddings
 - Served members in an la carte formal and informal style dining
- Hazell Nut Café**, *Accounting Manager; Barista*, West Haven, CT May 2012-May 2013
- 100% Student-managed business for the Hospitality and Tourism Department
 - Recorded revenue for five month period of operation, January-May 2013: \$32,587
 - Designed and cost menu and menu items
 - Tracked daily sale items to create promotions, specials, and advertisements
 - Counted and deposited cash sales daily
 - Wrote procedures and policies for accounting
 - Documented daily, weekly, and monthly revenues
- Noyac Golf Club**, *Intern*, Sag Harbor, NY May 2012-August 2012
- Provided exceptional service by listening, responding, and anticipating member needs
 - Used Club Connect POS system for all of member orders
 - Sanitized and cleaned service areas and dining areas at all times
 - Trained in club, dining room, and event management

EDUCATION

- University of New Haven**, West Haven, CT , *Graduated:* May 2014
- Bachelor of Science in Hospitality and Tourism Management; Concentration in Hotel and Resort Management

CERTIFICATIONS AND AWARDS

- Recipient of the Hospitality Student of the Year Award May 2014
Recipient of the Joseph P. Toneti Scholarship October 2013
Recipient of the Noyac Golf Club Scholarship January 2013
Dean's List Honoree Fall 2010-Spring 2013
ServSafe Food Safety Certification March 2012

PROFESSIONAL AFFILIATIONS

- Club Managers Association of America (CMAA) Fall 2011-Present
Student Liason October 2014-Present
Executive Officer Fall 2012- May 2014
Tau Sigma National Honors Society; *Member* Spring 2012-Present
Eta Sigma Delta Hospitality Honors Society; *Member* Spring 2013-Present