

Andrew J. Bolka

123 My Street
My Town, My State 12345

219-555-5678

email@domain.com

Summary of Qualifications

- ✓ Over twenty years of management and supervisory experience
- ✓ Excellent customer service skills in both restaurant and retail environments
- ✓ Trains and develops individuals ongoing for promotion from within
- ✓ Solid team member; excellent communication skills; detail oriented
- ✓ Effectively multi-tasks and accepts new changes and challenges

Education

Bachelor of Science (General Management)
Purdue University

June 1983
Lafayette, IN

Professional Experience

Assistant Kitchen Manager

Lonestar Steakhouse and Saloon

2004

Merrillville, IN

- Ensured food preparation performed accurately and to specifications.
- Responsible for team member training, primarily in BOH areas.
- Managed inventory levels and ordered food products and smallwares.

General Manager

D & J Adams Enterprises, Inc. (dba Ponderosa Steakhouse)

2001--2004

La Porte, IN

- Assisted with all aspects of transition to new ownership—administrative, marketing, etc.
- Tailored unit training and all employee goals and rewards to fit new management model.
- Reworked menu and buffet offerings to build new sales while maintaining existing base.

General Manager/Manager

LaBelle Management (dba Ponderosa Steakhouse)

1994--2001

La Porte, IN

- Developed small wares catalogue for company-wide use with savings of more than 15%.
- Designed programs for management training, employee achievement, and guest relations.
- Implemented in-unit cost control and time management action plans.
- Received Circle of Excellence Award in 1998--LaBelle's highest management honor.

Assistant Manager

Bob Evans Incorporated

1988--1994

Columbus, IN

- Collaboration with management staff resulted in achievement of #1 sales status in Indiana.
- Coordinated local market research targeting geographical customer areas.
- Upgraded chemical and maintenance inventory and control methods.
- Heightened employee moral through contesting and awards programs.

Shipping Clerk

Quemetco, Inc.

1987-1988

Indianapolis, IN

- Managed shipments of incoming and outgoing raw materials.
- Supervised and trained team members in relation to company policies and procedures.
- Increased productivity by introduction of organizational skills and time management concepts.

References Available Upon Request

Andrew J. Bolka

810 Tecumseh Street

La Porte, IN 46350

(219) 326-8344

devils22db@yahoo.com

Professional References

**Dan Adams, Owner
Ponderosa Steakhouse**

927 Pine Lake Avenue

LaPorte, IN 46350

(219) 326-5764

**Scott Wildey, General Manager
Ponderosa Steakhouse**

312 East Fourth Street

Greensburg, IN 47240

(812) 663-3151

**Toby Cox, General Manager
Ponderosa Steakhouse**

1585 North State Street

Greenfield, IN 46140

(317) 462-7055