

Banquet Sales Manager Resume Template

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Objective

To work as a Banquet Sales Manager in a prestigious luxury restaurant or five-star hotel

Summary of Qualification

- 8 years of experience in the hotel hospitality business with the last 3 years assigned as assistant banquet sales manager
- Excellent verbal and written communication, social and interpersonal skills
- Excellent organizational and time management skills with ability to work long hours

Career Experience/Job History

2002 – Present: Assistant Banquet Sales Manager, Hotel Intercontinental, NYC

- Meet and discuss with potential hotel clients concerning their inquiries about hotel facilities for their banquet requirements like menu items, volume of attendees, date and time along with other requirements such as sound stage audiovisual facilities, lightning, etc.)
- Work with hotel banquet facilities manager in ensuring that all client requirements as committed in a sales contract can be met on the schedule indicated.
- Coordinate with hotel kitchen production chef to ensure that menu items committed in banquet sales can be met.
- Assist the hotel sales managers in promoting banquet sales products
- Oversee hotel hands in preparing banquet room to accommodate client requirements.
- Provide sales performance reports to hotel management on a regular basis.

Education

2002 – Present: In-house seminars and training workshops on hospitality and customer relations management

1999 – 2002: BA Hotel and Restaurant Management, University of Wisconsin, River Falls.