

CULINARY SERVICES MANAGER

- **Hands-on Food Services Assistant Manager with four+ years** of experience leading, managing, and supervising 4 culinary specialists and up to 16 food service attendants in operations and administration. Ensure seamless operations supporting food service and hospitality activities and protocols. Lead and conduct training and qualification/certification of food handlers relating to food services.
- **Exceptional supervisory experience with a proven** ability to direct personnel in the food service, hospitality, and supply chain industry; track consumption trends and patterns; and coordinate preparation for VIP scheduled events. Perform inventory and stock controls and manage budget forecast and execution. Provide comprehensive training and instruction on procedures, processes, and accreditation qualifications and enforce policies, directives, and regulatory requirements relating to food, hospitality, health, and cleanliness.
- **Demonstrated capacity to plan, support, and oversee** budget baseline, contract management, supplier and vendor oversight, procurement, acquisition, purchase card activities, equipment and asset management, training, instruction, certification, licensure, and qualifications.

- *Management/Supervision*
- *Human Relations*
- *Project Management*
- *Policy/Directive Compliance*
- *Administration/Operations*
- *Hospitality & Food Services*
- *Inventory/Supply Chain*
- *Stock Control Management*
- *Audits and Inspections*
- *Team Leadership*
- *Training/Instruction*
- *Budget Administration*

CAREER PROGRESSION & ACCOMPLISHMENTS

HOSPITALITY ASSISTANT SUPERVISOR ■ U.S. Navy, CVN-69, U.S.S. *Eisenhower* 2010 to Present

Manage and supervise supply chain movement, acquisition, and loading/offloading activities. Perform as Watch Captain and ensure all meals and environmental cleanliness are prepared for 175 personnel.

- Charged with maintaining, forecasting, and monitoring \$500K budget and accountable for \$260K in assets.
- Provide inventory, stock, supply, and equipment accountability valued at \$260K; prepare inventory and supply order and acquisition lists and utilize procurement Standard Operating Procedure (SOP) checklists for stationary and deployment missions.
- Monitor operation budget in excess of \$500K and track crew performance; lead hospitality team during Command-planned VIP events, meetings, briefings, and conferences; maintain wardroom and ensure immediate usability, as required.
- Provide training and instruction and initiate preparation for crew/team qualification, certification, and license requirements; ensure seamless operations and food and hospitality compliance with all inspection, audit, policy, and regulatory directives.
- Coordinated successful VIP reception for 35+ distinguished guests and 140 *Hawes* personnel during port visit to Boston supporting Harborfest 2010.
- Led enhancement program for junior personnel by volunteering to conduct more than 25 hours of on-the-job training in food production and preparation.
- During U.S.S. *Hawes* decommission, supervised three divisions during the onload and offload of assigned assets.

DAVID REEVE

Active Secret Security Clearance, valid through 12/2017

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SUPERVISOR, FOOD & HOTEL SERVICES ■ U.S. Navy, FFG-53, U.S.S. *Hawes* 2007 to 2010

Provided culinary training, certification, and licensure and qualifying 16 food service attendants in administration and operations for daily cleanliness and maintenance of more than 220 staterooms and 37 spaces. Oversaw risk management, safety, Hazardous Material (HAZMAT) reviews, and waste management.

- Reviewed/reevaluated existing processes and overhauled programs to improve efficiency and interoperability.

SUPERVISOR, FOOD & HOTEL SERVICES ■ U.S. Navy, FFG-53, U.S.S. *Hawes* [POSITION CONTINUED]

- Attention to detail resulted in 97% ranking during sanitation Supply Management Certification; trained sanitation processes to Food & Hotel Services; qualified 16 personnel and monitored performance.
- Led as Watch Officer; coordinated preparation of 650+ meals for crews during rotating shifts; ensured morale.
- Managed inventory, supply, stock, and equipment assets, ensuring 100% acquired and procured requirements.
- Identified more than 300 material discrepancies; applied corrections; increased efficiency by 60%.
- Lauded for volunteering to cater Commander Submarine Group Four event; contributed to personnel morale.
- Flawlessly launched 4th of July reception, hosting 65+ city officials and U.S. Navy personnel.

EDUCATION

Master of Business Administration (MBA), Human Resource Management (HRM) (2010)

UNIVERSITY OF GEORGIA, Atlanta, GA, GPA: 3.80, Academic Honors

Bachelor of Science, Business Administration (BSBA), Healthcare Administration (2007)

GEORGIA UNIVERSITY COLLEGE, Macon, GA, GPA: 3.25

PROFESSIONAL DEVELOPMENT & CERTIFICATION

- Department of the Navy (DON) Safety Programs Afloat Course (SPAC), 2011
- Executive Certificate in Negotiations, University of Georgia, 2011
- Certified Hazard Analysis and Critical Control Point (HACCP), 2010
- SERV-Safe Manager Certified, National Restaurant Association Education Foundation (NRAEF), 2009
- Certified Professional Food Manager, International Food Services Executive Association, Navy Service Fellows (IFSEA/NSF), 2009
- Master Certified Food Executive, IFSEA/NSF, 2008
- U.S. Navy Center for Service Support (CSS) Culinary "A" School, 2007

AWARDS & SPECIAL ACCOMPLISHMENTS

Navy and Marine Corps Achievement Medal ■ Navy Good Conduct Medal