

Happy Candidate's Resume, CCM

Home Address

Hometown, State Postal Code

Home: 888-555-2222 • Cellular: 888-555-3333

Confidential Email address where you can be contacted

HAPPY HILLS COUNTRY CLUB

Happy Town, Happy State, March 1998 - Present

General Manager / Chief Operating Officer (C.O.O.):

Happy Hills Country Club, founded in 1922, is Happy Town's most established club. Over 750 member families enjoy amenities including a challenging 18-hole golf course, 40,000 sq. ft. clubhouse, 3 swimming pools, outstanding dining and banquet facilities supported by 4 kitchens, a tennis pro shop, 5 clay tennis courts and 2 sand filled grass courts. The Club was the site of the 1963 US Amateur and is consistently recognized nationally as the number one golf course in the state by Golf Digest. Total food and beverage sales are 2 million plus and total club budget is just over 7 million. Currently over see 200 employees

Achievements and Accomplishments:

- Supervised a \$350,000 tennis building reconstruction including a new pro shop and locker room facility and a \$2 million golf course renovation by architect Tom Morris. Implemented technology which brought all of the club systems up to current business standards, including, a new POS and accounting system. Currently, working on the development of an interactive web site.
- Implemented consistent human resources and employment practices, including a review process for all employees
- Increased overall membership satisfaction, as shown in the annual membership survey.
- Improved the budgeting process and accountability for results by involving all of the department managers in the budget and variance reporting program.
- Assisted the club board and committees in writing their job descriptions and accountability standards
- Dramatically increased member participation at special functions and day to day dining at the club

MOVIN' ON UP COUNTRY CLUB

Happy Town, Happy State, August 1993 – March 1998

General Manager / Chief Operating Officer (C.O.O.):

Movin' on Up Country Club, established in 1989, was created to be the centerpiece of a 300 million dollar, 2,000-acre planned community, which is nestled between two large rivers in the Midwest. The Club is a private club which offers an Arnold Palmer designed golf course, four tennis courts, an indoor swimming complex, fitness facility, saunas, first class dining and banquet facilities, and social activities for its 400+ member families. The golf course is touted as one of the most beautiful and challenging courses in the Midwest.

Accomplishments and Achievements:

- Reversed severe financial loses by implementing sound business decisions and increasing member usage of the club
- Developed an outstanding team of employees and streamlined the organizational chart
- Involved the club in community activities which resulted in an improved image in the local community

PREPARING FOR A BIG MOVE COUNTRY CLUB

Happy Town, Happy State, December 1990 – August 1993

Club Manager:

PFTBM Country Club, established in 1900, is a full-service country club with a challenging 18-hole golf course. A beautiful 3.5 million dollar facility was built in 1993 to replace the old clubhouse. This new facility includes a main dining room, private dining room, two bars, grill area, men's locker room, women's locker room, swimming pool, tennis courts, two snack bars and pro shop. The Club was home to the 1999 Amateur and provides recreation and dining for approximately 400 member families and provides services for 2 Fortune 500 companies.

FIRST TIME COUNTRY CLUB

Happy Town, Happy State, October 1988 to December 1990

Club Manager:

First Time Country Club is a full service Country Club open year-round. Complex includes main dining room, bar, two private dining areas, tennis courts, pool and golf course that provides recreation and dining for 325 members.

HONING THE RESTAURANT SKILLS AS MANAGER

Happy Town, Happy State, October 1986 – October 1988

Night Manager:

Reported directly to owners. Complex included a restaurant with a capacity of 200, three bars with a total capacity of 1000, kitchen, banquet room with a capacity of 250, and live entertainment 5 nights a week, including, comedy night, jazz, blues and contemporary bands.

GETTING THROUGH COLLEGE RESTAURANT

Happy Town, Happy State 1983 -1986

Head D.J. - Bartender - Waiter:

One of the largest restaurants in eastern Happy State. Worked in a variety of jobs part time during all four years of college

EDUCATION

University of Happy State: 1983 -1986

Major: Communications

Minor: Business administration

Graduated with honors, three years on the Dean's list

ORGANIZATIONS AND ACTIVITIES

Member CMAA since 1990

Served as Chapter President in 2001

Received CCM in 2002

Served as president of happy town chamber of commerce

Eagle Scout

Coach grade school boy's soccer team

Love golf, skiing, reading and family activities

Excellent references provided on request