

Marc Antony Skill

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Education: **Niagara University:** Lewsiton, NY, Anticipated Graduation, 2013
Major: Hotel and Restaurant Management, Concentration: Club Management
Minor: Military Science

Certifications:

- ServSafe – National Restaurant Association
- CPR/AED – Cardiopulmonary Resuscitation/Automated External Defibrillator
- TIPS – Training for Intervention Procedure for responsible service of alcohol
- Contemporary Club Management Course Certificate, Educational Institute of AH&LA

Hospitality Related Experience:

Maidstone Club, Food and Beverage Intern – East Hampton, NY
32nd ranked platinum full-service club on Long Island with a membership of 500
Summer 2011

- Managed a family night event for 150 people, created the floor plan and servers' sections
- Assisted management with inventory, purchasing, and scheduling
- Organized and restocked the beverage sheds bi-weekly with each delivery
- Waited on members in formal a la carte dining, banquet events, and beach snack bar

Farmington Country Club, Front Office Intern – Charlottesville, VA
16th ranked platinum full-service club in the U.S. with a membership of 2,450
Summer 2010

- Operated a 40 room hotel, while providing concierge and bellman services
- Manipulated reservations to maximize availability, revenue, and member satisfaction
- Budgeted and forecasted monthly and yearly room occupancy
- Conducted night audit and corrected account discrepancies

Graeter's Ice Cream, Team Manager – Dayton, OH
Ranked in the top 10 in "America's Best Ice Cream" by Forbes Traveler
9/07 – 1/10

- Trained and coached new employees on service, register, food preparation, and cleaning
- Operated the Point of Sale system and set the store's security alarm
- Provided personalized customer service in accordance with family tradition
- Prepared customized desserts to individual guest's requests

Applebee's Grill and Bar, Host – Kettering, OH
Annual restaurant revenue of \$1.72 million
7/07 – 1/10

- Coordinated seating for 500 guests daily
- Quoted accurate wait times while communicating with the kitchen to ensure efficiency
- Assisted wait staff in clearing, cleaning, and resetting tables within three minutes

Extra Curricular:

- Niagara University Club Managers Association of America, Student Chapter President
- College of Hospitality and Tourism Management, Student Ambassador
- New York State Hospitality and Tourism Association, Student Member
- Niagara University Student Government Association, Class Treasurer
- Niagara University Army Reserve Officers' Training Corps, Cadet

Skills:

- Proficiency with the Jonas System, Point of Sale, and Microsoft Office Suite
- Intermediate level competence in Spanish composition and conversation
- Basic understanding of AccuBar – Liquor Inventory Management
- Working knowledge of Accounting Quick Books

Achievements:

- Niagara University Dean's List
- College of Hospitality and Tourism Management Code of Professionalism Award

References:

- Available upon request