

# RESUMES

# HOSPITALITY, RECREATION & TOURISM

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**Humber College Career Services**

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Career Centre, H201, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)

# CHEF RESUME

1234 New Forest Court • Mississauga, ON L5C 2G8  
905.222.1111 • [chef.walter@email.com](mailto:chef.walter@email.com) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## SKILLS SUMMARY

- 5 years of successful experience in food service, preparing various types of gourmet food, and specializing in southern style foods
- Certified in food technology and trained as a steward and a butcher
- Skilled in all kitchen equipment and various cooking techniques
- Accumulated team management skills through facilitating team meetings, mentoring team members and employees
- Committed to providing total quality service in culinary arts

## EDUCATION

### Chef Training Certificate

Sept. 2014-May 2015

Humber Institute of Technology and Advanced Learning [Toronto ON]

## PROFESSIONAL EXPERIENCE

### Cook

Mar. 2013 - Present

Southern Diner [Toronto ON]

- Prepare meats institutional-style by roasting, stewing, and baking to ensure the restaurant provides tasty southern cuisine to its customers
- Prepare fresh vegetable dishes which balance flavors with that of the coordinating meat dishes
- Blend spices and herbs to complement the meat and vegetable dishes
- Received several cash awards for providing Total Quality Management within the restaurant

### Chef Steward

Feb. 2010 – Aug. 2012

Seafarers International Union [Toronto ON]

- As a member of the steward department in the Merchant Marines, I was assigned to various ships on sea duty
- Advanced from Messman to Chief Steward, taking on responsibilities as Third Cook, Baker, Chief Cook and finally as Chief Steward
- Maintained officer's quarters and dining area
- Prepared assigned foods and maintained designated kitchen area
- Took inventory, ordered and stocked galley, making sure sufficient supplies of food and utensils were available
- Planned menus for five meals per day, ensuring that meals were nutritious and well balanced
- Scheduled kitchen staff to provide sufficient service to the passengers and crew

**REFERENCES AVAILABLE UPON REQUEST**

# Culinary Resume

10 Culinary Crescent  
Toronto, ON M6B 3E3

Home: (416) 555-5555 Cell: (416) 555-5555

[culinary@humbermail.ca](mailto:culinary@humbermail.ca) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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Management Skills  
Nutrition  
Customer Service  
First Aid/CPR

Baking  
Bartending  
Inventory  
Smart Serve

Fruit/Vegetable Carving  
Sanitation Code Certificate  
Back of House Experience  
Project Management

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## EDUCATION

**Culinary Management Diploma** Sept. 2013-May 2015  
Humber Institute of Technology and Advanced Learning, Toronto ON

**Bachelor of Arts** Sept. 2009-Jun. 2013  
University of Western Ontario, London ON

## EMPLOYMENT EXPERIENCE

**Assistant Manager/Shift Manager** Jan. 2011 - Dec. 2013  
K K's Fast Food Restaurant, London ON

- Supervised staff and ensured policies and procedures were followed
- Prepared daily/weekly/monthly paperwork including sales reports and food reports
- Provided customers with friendly service and product knowledge
- Interviewed and hired employees for all positions
- Prepared weekly inventories and ordered stock

**Server/ Bartender** Feb. 2009 - Dec. 2010  
Lidia's After-hours Bar and Grill, Hamilton ON

- Provided friendly, courteous customer service
- Recommended food and beverages to new customers
- Prepared all types of alcoholic beverages

**REFERENCES AVAILABLE UPON REQUEST**

# Fitness Health Resume

32 Trainer Blvd.

Toronto, ON M3S 7T6

(905) 555-5555 or (416) 555-5555

Email: [echeurism@humbermail.ca](mailto:echeurism@humbermail.ca) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## HIGHLIGHTS OF QUALIFICATIONS

- Certified Personal Trainer
- Successfully plan, market and deliver safe and effective fitness, wellness and lifestyle programs
- Practical knowledge and skills in program development, implementation and evaluation
- Exposure to fitness and wellness programs, health promotion, lifestyle management, fitness assessments, leadership, safety and injury management, and marketing
- Over 350 hours of industry traineeship
- Proficient in MS Office (Word, Excel, PowerPoint) and Social Media
- Experienced in design of marketing strategies for service and facilities promotion
- Experienced team leader with the ability to manage cross-functional teams and multi-disciplinary projects
- CAN-FIT Pro Certification

## EDUCATION

**Fitness and Health Promotion Diploma – with Honours**  
Humber Institute of Technology and Advanced Learning, Toronto ON

Sept. 2013-May 2015

## RELEVANT EMPLOYMENT EXPERIENCE

**Special Events Coordinator**  
Humber College Athletic Department, Toronto ON

Sept. 2014 – May 2015

- Implementing Intramural Basketball League
- Distributing equipment and ensuring safety
- Handling office administrative duties

**Facilities Co-ordinator**  
Lighthouse Gym, Toronto ON

Sept. 2012 – Aug. 2014

- Responsible for facilities management and assistance to patrons

**Recreation Program Assistant**  
The City of Happy Town, Toronto ON

Apr. 2009 – Aug. 2012

- Coordinating special events and designing program brochures
- Supervising staff and programs
- Developing and coordinating volunteer training sessions

## AWARDS AND ACHIEVEMENTS

- Selected to the OCAA All Star Team
- Leadership awards for water rafting competitions
- Outdoors survival training certification

## REFERENCES AVAILABLE UPON REQUEST

# FOOD BEVERAGE RESUME

6789 Webster Street, Apt. 7  
Mississauga, ON L5V 3F6

Home: (905) 444-5555 • Email: [food.bev@humbermail.ca](mailto:food.bev@humbermail.ca) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## SUMMARY OF QUALIFICATIONS

- Practical experience in front and back of house
- Reputation as a strong leader, able to keep employees both productive and motivated in their jobs through incentives and motivational encouragement
- Willing to go out of my way to make guests comfortable for a pleasurable dining experience
- Learn quickly, able to work under pressure, and effectively manage time
- Proficient in MS Office, Internet, Email
- Proven communication and presentation skills

## EDUCATION

### Food & Beverage Service Certificate

Sept. 2014-May 2015

Humber Institute of Technology and Advanced Learning, Toronto ON

## RELEVANT EXPERIENCE

### *Supervision*

- As Assistant Manager, supervised restaurant staff of up to 45, overseeing all day-to-day operations, including: setup/opening, breakdown/closing of restaurant, scheduling, stocking, prepping and setup of cash drawers

### *Food Service*

- As waiter at K&L's, worked shifts handling up to 20 tables
- Set up and closed down for banquets at the Park Blvd Hotel

### **Customer Service**

Effectively handled difficult restaurant customers, using an approach of:

- Listening carefully to complaints and resolved problems
- Maintaining a positive attitude even with customers who are hard to please

## EMPLOYMENT HISTORY

<b>Assistant Manager</b>	K&L Ice Cream	2012-Present
<b>Banquet Set-up (part-time)</b>	Park Blvd Hotel	2010-2012
<b>Groundsman/Pruner</b>	Barton Tree Service	2009-2010
<b>Cashier/Delivery</b>	State St. Pharmacy	2008
<b>Busperson/Salad Prep</b>	La Petit Café	2006-2007

REFERENCES AVAILABLE UPON REQUEST

# **Hotel Restaurant Manager Resume**

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145 Berlenga Dr. Toronto, Ontario L5V 4H9  
416.439.6215 • hotel@humber.ca • [Linkedin.com/in/YourName](#)

## **PROFILE**

- Results-oriented, self-starter with experience in restaurant management
- Strongly developed management, leadership, supervisory and training skills
- Proven commitment to team building, demonstrated by the ability to lead and motivate staff to perform at top efficiency levels

## **SUMMARY OF QUALIFICATIONS**

- Monitor in-restaurant controllable costs, including product line variance, waste control, labor percentage, cash variance, customer services, food safety and quality, and cleanliness/sanitation of facilities
- Consistently achieve projected profit and loss objectives through effective budget management
- Developed personnel audit form and conducted audits at five locations
- Analyzed voluminous records/documentation on prior performance of restaurants
- Assisted in opening of two restaurants. Reviewed progress of contractors, received and verified delivery of equipment and supplies, initialized all equipment and verified calibration, secured funds for and acquired local advertising, and acquired required health permits

## **EDUCATION**

**Hotel and Restaurant Management Diploma**  
Humber Institute of Technology and Advanced Learning

Sept. 2013-May 2015  
Toronto ON

## **EMPLOYMENT HISTORY**

Assistant Manager  
*Arby's Restaurant*

Jul. 2014 - Present  
Toronto ON

Oversee the daily operation of an Arby's restaurant. Management responsibilities included staff placement, development and training; quality of product and service; budget administration; and documentation and analysis of business volume. In addition to daily responsibilities:

- Conduct meetings attended by 20 or more to discuss pending product promotions, corporate policy issues, and individual store performance
- Conduct weekly in-restaurant management meetings and quarterly crew meetings in order to maintain and improve the level of service and product
- Set long term goals and objectives for the restaurant and develop weekly and monthly restaurant performance reports to track the progress of objectives

**Assistant Restaurant Manager**  
*Port June Restaurant*Feb. 2012 – Jun. 2014  
Toronto ON

Managed restaurant and supervised up to five intermediate managers and 30 – 40 crew members per store. Daily responsibilities included staffing, training and performance reviews for management and crew; daily, weekly and monthly reports; budget management; equipment calibration and repair, and quality of service and product. In addition to daily responsibilities:

- Assisted in set-up an opening of restaurant
- Through hard work and effective management, dramatically improved the profit/loss ratio
- Established a positive work environment for increased work ethic and productivity

Progressive Promotions from Crew Person to Assistant  
*Various Bay Area Fast Food Restaurants – Details Available*

Mar. 2008 – Jan. 2012  
Toronto ON

**REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST**

# Recreation Leisure Resume

3 Recreation Leisure Blvd., Toronto, ON M9W 1Z8

Home: 905.555.5555 • Cell: 416.555.5555

recleisure@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## HIGHLIGHTS OF QUALIFICATIONS

- Able to organize and implement effective fundraising events
  - Excellent analytical and communication skills
  - Reputation for being motivated, dedicated and dependable in all areas of employment
  - Extensive leadership ability with accumulated team leading experiences
  - Proficiency in MS Office 2003, Corel WordPerfect and Internet
  - Experience with Special Event Management including facilities management
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## EDUCATION

### Recreation and Leisure Services Diploma

Humber Institute of Technology and Advanced Learning

Sept. 2013-May 2015

**Toronto ON**

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## EMPLOYMENT EXPERIENCE

### Recreation Program Assistant (Placement)

MacDonald's Recreation Facility

Jun. 2012 – Aug. 2013

**Toronto ON**

- Designed program brochures and coordinated special events
- Supervised staff and programs
- Developed and coordinated volunteer training sessions

### Special Events Coordinator

Humber Athletic Department

Nov. 2011 – Apr. 2012

**Toronto ON**

- Implemented and coached intramural Basketball League
- Distributed equipment and ensured safety of activities

### Waiter

Comedy Bar & Grill

Mar. 2010 – Oct. 2010

**Toronto ON**

- Commended for providing excellent product knowledge and customer service
  - Provided fast service, reducing customer waiting time by 30 percent
  - Ensured cleanliness of dining area
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## AWARDS AND ACHIEVEMENTS

- Humber Women's Basketball Captain
- Awarded Most Valuable Player Women's Soccer Team
- Selected to the OCAA All Star Team
- Recipient of Achievement Sports Award

## REFERENCES AVAILABLE UPON REQUEST



# ***TRAVEL TOURISM RESUME***

666 Kettle Drive, Mississauga, ON K9M 7H7

905.777.6666 • [toursim@humbermail.com](mailto:toursim@humbermail.com) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## **HIGHLIGHTS OF SKILLS**

### ***Travel and Tourism***

- Experienced in quoting fares and flight availability using Apollo System
- Researched information from a diverse source of reference materials such as travel guides, maps, databases and tourist related publications
- Obtained First Aid and SuperHost Certificates
- Prepared displays for travel brochures and tour packages
- Responsible for advertising events and promotions
- Fluent in English, French and German

### ***Communication***

- Excellent interpersonal and communication skills through customer service
- Able to work in a team environment with others as well as independently
- Strong organizational and time management abilities developed between studying and assignments
- Self-starter and a fast learner willing to be trained in new methods
- Hardworking, reliable and dependable
- Work well under short deadlines

### ***Computer***

- Working knowledge of SABRE, Apollo, MS Word, Excel, Mac, Windows 2000
- Experience in preparing PowerPoint presentations
- Typing Speed of 45 wpm
- Strong knowledge of internet research and e-mail

## **EDUCATION**

### **Travel and Tourism Diploma**

Humber Institute of Technology and Advanced Learning

Sept. 2013- Apr. 2015

## **EMPLOYMENT EXPERIENCE**

### **Travel Assistant (Placement)**

Adventure Travel, Toronto ON

2013 - Present

- Provide a tour package information and refer customers to booking agents

### **Customer Service Representative**

Deanna's Clothing Outlet, Bolton ON

2010 - 2012

- Provided exceptional customer service and high levels of product knowledge

## **CERTIFICATES**

**Ontario SuperHost Certificate** (Ontario Travel and Tourism Association)

2011

**Student Leadership Certificate** (Humber College Summer Leadership Workshop)

2010

**REFERENCES AVAILABLE UPON REQUEST**

# Massage Therapy Resume

142 RMT Blvd.

Toronto, ON M3S 7T6

(416) 333-3333 or (416) 555-5555

Email: [rmt@humbermail.ca](mailto:rmt@humbermail.ca) • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

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## HIGHLIGHTS OF QUALIFICATIONS

- Certified Massage Therapist
- Successfully planned several systematic client assessments
- Practical knowledge and skills in competent and comprehensive massage therapy
- Exposure to practical hands-on massage therapy
- Dynamic team leader and mentor with the ability to motivate team members
- Over 300 hours of industry traineeship
- Proficient in MS Office (Word, Excel, PowerPoint) and internet research
- Experienced in Business Marketing strategies

## EDUCATION

### Massage Therapy Diploma – with Honors

Humber Institute of Technology and Advanced Learning, Toronto ON

Sept. 2013-May 2015

## RELEVANT EMPLOYMENT EXPERIENCE

### Special Events Coordinator

Humber College Athletic Department, Toronto ON

- Handling office administrative duties

Sept. 2014 – May 2015

### Front office Co-ordinator

Versace Massage Clinic, Toronto ON

- Responsible for facilities management and assistance to patrons

Sept. 2012 – Apr. 2014

### Customer Service Associate

Good For You Health Store, Toronto ON

- Maintained professional assistance to customers (received several recognition awards)
- Supervised staff

Apr. 2011 – Aug. 2012

## AWARDS AND ACHIEVEMENTS

- Presidents Letter – Humber College (2014)
- Leadership awards for women's badminton competitions – Humber College (2013)
- Top Customer Service Associate Award – Good For You Health Store (2012)

***REFERENCES AVAILABLE UPON REQUEST***

# Sports Management Resume

10 Football Cres, Toronto, ON M9W 1Z8  
905.555.5555 or 416.555.5555  
sportsmylife@humbermail.ca • [Linkedin.com/in/YourName](#)

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## HIGHLIGHTS OF QUALIFICATIONS

- Able to organize and implement effective fundraising events
  - Excellent analytical and communication skills
  - Reputation for being motivated, dedicated and dependable in all areas of employment
  - Proficiency in MS Office 2003, Corel WordPerfect and Internet
  - Experience with Special Event Management including facilities management
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## EDUCATION

**Sport Management Diploma** September 2013 - May 2015  
Humber Institute of Technology and Advanced Learning, Toronto ON

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## RELEVANT EXPERIENCE

**Assistant Coach (Placement)** June 2015 – August 2015  
City of Toronto Toronto ON

- Led group activities for campers age 8-10.
- Worked individually on technique and performance.
- Used management skills and creativity to accomplish goals.

**Special Events Coordinator** May 2014 – August 2014  
Humber Athletic Department Toronto ON

- Implemented and coached intramural Basketball League
- Distributed equipment and ensured safety of activities

**Sales Associate** June 2011 – April 2013  
Sport Chek Toronto ON

- Commended for providing excellent product knowledge and customer service
- Provided fast service, reducing customer waiting time by 40 percent

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## AWARDS AND ACHIEVEMENTS

- Invited to attend the Ontario College Leadership Institute (Summer 2014)
- Humber Women's Basketball Captain (2014)
- Awarded Most Valuable Player Women's Soccer Team (2012)
- Selected to the OCAA All Star Team (2011)
- Recipient of Achievement Sports Award (2011)

REFERENCES AVAILABLE UPON REQUEST