



CANDIDATE PRESENTATION

Hospitality Operations

ANONYMIZED EXCERPT FROM A REAL PRESENTATION

Identifying details omitted. This is a past example, not an available candidate.

Relevant experience

Managed events end to end: group site visits, BEO meetings, vendor coordination, day-of execution, and post-con budget reconciliation.

Developed and executed event contracts, catering menus, and administrative documentation across hotel, country club, and restaurant settings.

Vendor and client coordination

Collaborated with catering sales teams and third-party kitchen management partners to align operational execution with client specifications.

Evaluated costs and revenue potential for new initiatives to ensure financial viability before commitment.

Financial and budget management

Monitored daily, weekly, and monthly sales, labor, food cost, and beverage cost against targets.

Tracked banquet and F&B budgets, reconciled prior-day financials, and made real-time labor adjustments based on sales forecasts.

In the full client presentation

Motivation for a move, compensation target, interview availability, work style, employment history, and résumé.