

Dear Hiring manager,

My name is Jordan Mackey, and I am seeking a position as a food and beverage director, executive chef or a fusion of the two (ChefNB). I have over 13 years of executive level management experience spanning various locations around the country at luxury hotels and resorts ranging from intimate boutique properties, to larger conference style hotels and everything in between. I am seeking a unique quality driven project in which to use my organizational and leadership skills to achieve results and definitive progress for management and/or ownership groups.

Below I have outlined some of my most predominate skill sets:

Administrative

- MS Word (professional proficiency)
- MS Excel (professional proficiency)
- MS Powerpoint (professional proficiency)
- MS Publisher (working proficiency)
- Chef Tec (working proficiency)
- SMS Touch (professional proficiency)
- BirchStreet (working proficiency)
- Micros 9.0 (working proficiency)
- Halogen performance management (working proficiency)
- Delphi (collaborative proficiency)
- ADP (professional proficiency)
- Paylocity (professional proficiency)
- Accubar (working proficiency)

Operational

- Menu engineering
- Menu design
- Menu costing and sales mix analysis
- Concept development
- Training program design and installation
- Staff development
- Social media management
- Grassroots marketing tactics
- Restaurant openings
- Pool operations
- Spa menu design and execution
- Bar and cocktail menu concepting and installation
- Wine list construction
- Inventory maintenance
- Mini bar installation and management
- Bqt and catering menu design
- Restaurant renovations and design
- Fine dining
- Casual dining
- Restaurant rescue

Management Style

Leadership is an essential component of the way I operate, I place a lot of emphasis on “individual leadership” I don’t lead a team, I lead a team of people, different people. It is essential to take a unique approach to each and every team member to not only utilize them to the best of their ability, but to also ensure their development. When associates find value in their employment that goes beyond their monetary compensation then everyone wins, teaching and developing future leaders is and should be a cornerstone of any hospitality companies leadership concept and adding value for all involved continues to be a main objective for me