

Jacob Carriero

Jcarriero3@mail.niagara.edu

EDUCATION

Niagara University

Bachelor of Science, Hotel & Restaurant Management

Concentration: Luxury Operations Management

University Honors: Presidential Scholarship. Dean's List, two semesters. Beacon Award.

Expected Graduation: December 2017

Focus: Club Management

Erie Community College

Associate in Science, Communication and Media Arts

College Honors: Dean's List, six semesters. GPA 3.92/4.00

Graduated, May 2015

EXPERIENCE

Assistant Pool Snack Bar Manager

New York Athletic Club

Ranked in top 20 Platinum Athletic Clubs of America

Ranked in top 10 Distinguished Emerald Clubs of America

- ❖ Managed the Pool Snack Bar which earned \$2,000 daily, on average.
- ❖ Supervised both Family (staff) meals and Children's Day Camp meals during the week.
- ❖ Maintained Food and Beverage inventory records. Ordered and marinated F&B par stock.
- ❖ Assisted in creating weekly staff schedules and handled payroll.
- ❖ Ensured high quality service and food were consistently provided to all members.
- ❖ Constructed and updated a Summer Sales Report Summary for future reference.
- ❖ Created three menus implemented by the club.
- ❖ Served, expedited, prepared food, and took on responsibilities as apparent.
- ❖ Trained staff to properly serve, store food, and work in a food service operation.
- ❖ Taught current and veteran staff how to use the North Star POS System efficiently.

Summer 2017

Pelham, NY

Food and Beverage Internship

Fenway Golf Club

- ❖ Eagerly ran food, bussed, and served club membership as needed
- ❖ Completed Server Boot Camp held at Leewood Golf Club
- ❖ Key topics: Wine 101, Proper Sequence of Service, and Suggestive Selling Techniques
- ❖ Effectively utilized the Posiflex POS system

Summer 2016

Scarsdale, NY

HONORS/ ACTIVITIES

Niagara University

Club Managers Association of America (NUCMAA)

- ❖ Attended World Conference of Club Management in San Diego, CA
- ❖ Participated in monthly education sessions in Western New York

Fall 2015-Present

Hospitality and Tourism Association

President (2016 – 2017), Vice President (2015 – 2016)

- ❖ Delegates responsibilities to all Board members and ensures their completion.
- ❖ Leads an annual recruitment effort that consistently doubles our club's membership.
- ❖ Designed / maintained our club web page and social media accounts
- ❖ Worked closely with the previous Boards to plan and execute club trips to the KeyBank Center (2017), San Antonio (2016), and New Orleans (2015).

Fall 2015-Present

CERTIFICATIONS

Contemporary Club Management Certificate

TIPS Certified

CPR/ AED Certified

ServSafe Certified

Earned, 2016

Expires December 8th, 2018

Expires March 12th, 2018

Expires March 11th, 2022