

Joanna Bellanti

jbellanti@mail.niagara.edu

EDUCATION

Niagara University – Lewiston, NY
Major: Event and Meeting Management

Expected Graduation Date: May 2018
Minor: American Sign Language and Deaf Studies

EXPERIENCE

Columbia Country Club – Chevy Chase, MD

A Family Focused Private Club of 1450 Members, Ranked in the Top 100 *Platinum Clubs of America*

Poolside Café Supervisor

May – Sept. 2017

- Managed F&B outlet that averaged \$2,000 in daily revenue and \$157,000 in seasonal sales
- Responsible for the training, supervising, scheduling and evaluating of the diverse Poolside Café staff
- Rotated and supervised throughout family and adult dining rooms that seats 80-140 members
- Assisted in Pre-Shift meetings that focused on all dining room menus, communication between servers and dining room supervisors, steps of service and verbal specials
- Created a Uniform Handbook, outlining uniform guidelines for all departments that will be enforced January 1st
- Prepped and plated alongside the Executive Chef for Chef's Tasting Menu, serving 55 members
- Participated Management, Food and Beverage, BEO, Operations meetings and interviews with potential staff
- Shadowed weddings and several wedding tastings alongside the Catering Director
- Coordinated Fireworks reservations between management for close to 3,000 members and their guests
- Supervised the Beer Garden with six local vendors during the annual Fireworks event
- Learned about the Youth Certification program the Operations Director facilitates for young members
- Expedited in the Poolside Café and Grill Kitchen determining the pace and flow of service

Chevy Chase Club – Chevy Chase, MD

May – Aug. 2016

A Traditional Private Club of 3,000 Members, Ranked in the Top 20 *Platinum Clubs of America*

Supervisory Banquet Intern

- Supervised the annual July 3rd event with around 4,000 members in attendance
- Planned and executed the Employee Picnic for 450 employees and their guests
- Led multiple pre-shift meetings, assigned staff their duties, created employee schedules and submitted payroll
- Oversaw the Catering Department and gained basic understanding of billing and construction of BEO's
- Rotated between Clubhouse Formal Dining, Pool Canteen, Summer Camp and casual dining in the Winter Center
- Completed and passed a five-week Wine Boot Camp course and gained fundamental knowledge of wine

The Saturn Club – Buffalo, NY

Sept. – Dec. 2015

Food & Beverage Server/ Banquet Server

- Served in the multiple formal dining rooms and private rooms
- Worked banquets, private parties and special member events, ranging from 10-200 people

Rochester Yacht Club – Rochester, NY

May – Aug. 2015

Rotational Intern

- Rotated between à la carte, snack bar/pool service, and banquets
- Opened pool snack bar for the summer season and trained new employees on its operations
- Trained new à la carte servers in the casual dining room

EXTRA CURRICULAR

Club Managers Association of America

Sept. 2014 –

Present

President of the National Student Chapter of the Year (2016 – 2017)

- Lead weekly chapter meetings, highlighting upcoming events and training sessions to help prepare the members for summer internships
- Attend monthly NY State Chapter meetings and annual CMAA National Conferences for education
- Assist in the planning and execution of the annual fundraiser dinner with over 200 guests in attendance

CERTIFICATIONS and SKILLS

- Highly skilled in American Sign Language
- CPR/AED – American Heart Association's Heart Saver Program

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- TIPS – Training for Intervention Procedure for Responsible Service of Alcohol