

Christopher Galvin  
[REDACTED]  
[REDACTED]  
[REDACTED]

## PROFESSIONAL SUMMARY

Highly efficient and experienced individual, with strong interpersonal and communication skills in the food services industry. Expertise in financial accounting and reporting.

## PROFESSIONAL EXPERIENCE

### **Westin Boston Waterfront Hotel - Boston, MA**

8/2013 - Present

Food and Beverage Supervisor

Supervisor and key contributor in all functions of running a full service restaurant, lobby bar, licensed Starbucks and 24 hour in room dining service on a nightly basis for 793 rooms.

- Assumed department head of the Birch Bar.
- Updated the Birch Bar wine list to Westin "Starbev standards" and managed remaining wine brands through room service to avoid dead stock.
- Responsible for maintaining high level of service in accordance with Westin Hotel standards.
- Maximize restaurant space and ensure optimum services and guest needs are met.
- Responsible for ensuring adequate staffing and training associates on specific functions, tailoring each private event to EO and client specifications.
- Coordinate and maintain employee schedules by seniority and other specific labor agreements to adhere to union requirements.
- Monitor overtime and other payroll costs.
- Review client resume's, past business recaps and attend pre-event meetings to accurately forecast business levels and staffing needs.
- Ensure amenities to VIP's, guest recoveries and client requests are delivered timely and according to specifications.
- Capable of coping with high work load and performing under high stress without compromising quality of services.
- Ability to work all shifts based on the clients occupying the hotel.
- Develop and maintain positive working relationships with others to support team common goals.
- Strong interpersonal and problem solving skills.

### **The Fours Restaurant - Boston, MA**

9/2006 - 8/2013

Server - Bartender - Shift Manager

- Responsible for preparing and serving food and beverages orders.
- Coordinate staff breaks for the bar, dining room and kitchen.
- Consistently offering friendly interaction with customers.
- Strong interpersonal and communication skills
- Oversight of the staff and assist during the peak hours.
- Ability to work various shifts and extended hours and adapt in a fast paced atmosphere.

### **State Street Corporation- Boston, MA**

8/2010 - 9/2011

Private Equity Fund Accountant

- Worked in Alternative Investment Solutions for State Street.
- Accounted for Goldman Sachs Private Equity Partners funds.
- Prepared daily, monthly and quarterly financial statements, which included trial balances, investor allocations and cash reconciliations.
- Maintained accurate and current journal entries using InvestAI and Microsoft Excel software.
- Responsible for daily contact with clients for managed funds.

- Managed up to 10 separate private equity funds with multiple investors on a daily basis.
- Met deadlines timely and accurately.
- Ability to work under pressure.

#### EDUCATION

Suffolk University, Boston MA

2006-2010

*Sawyer School of Management*

Bachelor of Science in Business Administration: Accounting

#### SKILLS

Proficient knowledge of computer applications: Microsoft Word, Access, Excel, PowerPoint, multiple Point of Sale systems designed for both restaurant and hotel services and Galaxy Lightspeed Property Management System. TIPS and Crowd Management Certified.