

Damon Potter

Driven professional with experience in kitchen management, labor management, inventory, cooking, guest service, and customer relationship management.

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EXPERIENCE

Jet's Pizza, Holland, MI — *Manager*

2015 - 2016

- Customer service
- Kitchen preparations
- Money reconciliation
- Labor management

Christo's Bar and Grill, Fennville, MI — *Kitchen Manager*

2017 - 2021

- Food preparation
- Service
- Cleaning
- Ordering stock
- Menu input

Mill Pond Realty, Saugatuck, MI — *Rental Specialist*

2021 - Current

- Sales and bookings
- Customer relationship
- Guest service
- Short and long term rental management
- Property and lawn maintenance
- Municipality compliance

EDUCATION

Saugatuck High School — *High School Diploma*

2012 - 2016

Lake Michigan College — *Ongoing*

2017

Pursuing a degree in hospitality management.

SKILLS

Proficient with Outlook, Excel, Powerpoint, Word, and Publisher.

Understanding of logistics for structuring ordering and maintaining stock.

Adaptable to new software; Able to troubleshoot and resolve issues.

Proven performance in high stress situations and dynamic workplaces.

Customer relation management and guest service experience.

Driven and goal oriented; Accepting criticism to better perform necessary tasks.

General handyman skills in relation to residential spaces.

Tenant relation experience.

REFERENCES

Chris Herrell - Employer
616-990-0711

Scott Knox - Manager
616-994-2745

Kristie Noguera - Coworker
269-405-0837

