

Kevin Guthormsen

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(925) 786-5523 • kguthormsen@gmail.com

EDUCATION

In Progress – anticipated graduation: Summer 2017

University of Utah

**Bachelor of Science – Parks, Recreation and Tourism
Hospitality Management emphasis**

**Salt Lake City, UT
(2012-present)**

Related Course Work: Hospitality Accounting; Resort Management; Food and Beverage Management; PRT Marketing

WORK EXPERIENCE

DoubleTree SLC Airport, Food & Beverage Manager

March 2017 to Present

Senior Internship

- General supervision of restaurant, bar, in room dining, and Starbucks
- Time edits, scheduling, and tip entry using Kronos
- Adding/modifying items, enrolling new employees, and running reports in Micros
- Training, coaching, and counselling employees
- Daily bar inventory and variance reports
- Designed new liquor and bar appetizer menus
- Implemented new Excel spreadsheets and programmed macros to automate business forecasting and Kronos tip entry
- Evaluate bar revenue, cost, and variance to determine high cost items and lower overall beverage cost

Hilton Hotels, Restaurant Supervisor

Salt Lake City/May 2015 – June 2017

- Oversee operations in Trofi (breakfast/lunch restaurant), Starbucks & In Room Dining
- Assist staff when needed by bussing tables, running food orders, making coffee orders, and closing checks
- Touching tables – checking with guests to ensure their meal tastes great, their room is up to their expectations, and that service was outstanding
- Checking side work and sections to ensure cleanliness and preparation for the following day
- Programming new menu items and updating prices in HSI & Micros
- Assisting with schedules in Watson
- Counting physical inventory and updating prices in inventory spreadsheet

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Hilton Hotels, Banquet Captain

August 2014 – May 2015

- Divide tasks among servers and housemen for setup, event operation, and cleaning; and ensure completion
- Process banquet checks in Delphi and obtain signatures from main clients
- Manage bars – distribute liquor to bartenders, document liquor usage using bar requisition sheets, manage cash bars
- Maintain high levels of customer service and ensure standards are met

Hilton Hotels, Banquet Houseman

April 2014 – August 2014

- Set tables and chairs to meet function specifications
- Cleaning meeting space

The Pie Hole, Shift Lead

June 2013 – August 2014

- Open the restaurant in the morning (keyholder) and assemble a prep list
- Food preparation – cut and chop vegetables, cook meats to food safety standards, prepare sauces and pizza dough, throw skins, build pizzas

AFFILIATIONS AND SKILLS

- Food Handler & Alcohol Serving Certification
- Boy Scouts of America – Eagle Scout
- CPR Certified

- SALT/Medallia
- Micros & HSI
- Watson
- Hilton Lobby
- Birch Street

REFERENCES

Adam Schink, Assistant Director of Food & Beverage
DoubleTree Suites Anaheim Convention Center Hotel
2085 S Harbor Blvd
Anaheim, CA 92802
(970) 420-9199

Djordje Vukojevic, Trofi Restaurant Manager
Hilton Hotels Salt Lake City Center
255 S. West Temple
Salt Lake City, UT 84101
(801) 618-8199