



ITRE

Bill Woods

Program Coordinator
Local Technical Assistance Program
Institute for Transportation Research and Education
North Carolina State University
Centennial Campus, Box 8601
Raleigh, NC 27695-8601
919/515-8033 Fax 919/515-8898
Email: bill_woods@ncsu.edu

EXPERIENCE

- 2007-Present **Institute for Transportation Research and Education, Raleigh, NC**
Local Technical Assistance Program
Program Coordinator
- 2005-2006 **Bogarts, Waynesville, NC**
Manager
Established Restaurant from the ground up. In charge of hiring, training, scheduling, and supervising all front of house staff. Helped build menu from scratch; including devising an acceptable budget in regards to food cost, determining best products to serve from available vendors, and writing out restaurant specifications for individual menu items. Designed inventory system that allows restaurant to track food cost on a weekly basis. Maintained company accounts as far as tracking daily sales, verifying and collecting all server reports, settling credit cards each night, depositing cash, and paying all invoices from company funds. Share responsibilities with kitchen manager, ensuring that a consistent food cost of 36% is met each period.
- 2001-2005 **Sagebrush Steakhouse, Boone, NC**
Kitchen Manager / Catering Director
In charge of training and supervising all hourly kitchen staff in a manner consistent with company standards. Maintained a company specified food cost of 34%. In charge of placing truck orders, maintaining sanitation standards in accordance with NC state law, and kept back of house in a condition determined to be safe by NC department of labor. Organized and set up all catering events which ranged from catering to the faculty of Appalachian State University to the local Theater Company of Boone.
- 1997-1999 **Sbarro's, Raleigh and Cary, NC**
General Manager
Hired and supervised all staff in restaurant according to company standards. Maintained food cost designated by corporation. Ensured food preparation was done according to company specifications. Performed weekly inventory to confirm that food cost was at desired levels. Maintained consistently low labor according to company standards. Developed quarterly budget for store and met periodically with district manager to confirm that store was performing well according to company guidelines.

1991-1997

MacGregor Downs Country Club, Cary, NC

Dining Room Manager

In charge of training and supervising all wait staff in a manner consistent with a fine dining, members only, country club standard. In charge of maintaining sanitation and safety standards in accordance with NC state law, and kept front of house in a condition determined to be safe by NC department of labor. Organized and set up all special parties, regular dining, and catering events which ranged from catering wedding receptions to Fraternity/Sorority mixers.

EDUCATION

Appalachian State University, Boone, NC

B.S. in Business Administration, 2005

Concentration: Finance and Banking