
Shop Steward Resume

Job Objective

To obtain a position of Shop Steward where my excellent hospitality and customer care skills can be fully utilized.

Highlights of Qualifications:

- Exceptional experience of managing various shop activities
 - Wide knowledge of handling materials in shop
 - Outstanding knowledge of operating dish washing equipments and chemicals
 - Familiarity with food safety guidelines and food quality standards
 - Immense knowledge of recruitment strategies
 - Ability to work on flexible schedule on weekends and holidays
 - Ability to perform heavy physical work on shift
 - Ability to coordinate with guests and staff members
 - Ability to accurately carry out instructions
 - Ability to resolve all customer issues efficiently
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Professional Experience:

Shop Steward
Montage Hotels & Resorts, Dallas, TX
August 2007 – Present

- Maintained records for all collection of union dues and pending applications.
- Administered contract negotiations and documented all shop requirements.
- Coordinated with members and assisted in registration process.
- Participated in various education programs along with members.
- Coordinated with staff members and provided assistance with services.
- Prepared reports for various activities for all union activities.
- Organized support programs for various union members in shop.

Shop Steward
Interstate Hotels and Resorts, Dallas, TX
May 2004 – July 2007

- Provided assistance to all new hires and members in shop.
 - Administered contracts and prepared reports for all contract violations.
 - Assisted employees to complete various required forms such health and welfare claims.
 - Provided assistance to members in lie detector tests.
 - Maintained record all employee phone members and provided update.
 - Organized all post membership meetings and ensured attendance.
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Education:

Bachelor's Degree in Human Resource Development
Southwest Minnesota State University, Marshall, MN

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