

John Munkelwitz
7660 Addisen Court
Inver Grove Heights, MN 55077
(612) 245-8990 Mobile
jmunkelwitz@comcast.net

Seeking Employment:
Hospitality Manager Position

2017 –
2017

General Manager/Finance Manager
Holiday Touch Retirement; White Bear Lake, MN

- Directing all members of the operational teams in leasing, property maintenance and food & beverage meals and catering events.
- Created marketing/business plan and budget for 2018 fiscal year. Developed internal compliance controls in cash, purchasing and inventory and transfers.
- Helped Engineering install preventive maintenance program and energy management system
- Streamlined and produced the weekly and monthly financial reports, controlled operating budgets and all variances, and audited company policies and procedures.
- Closed leases and handling all renewals of clients that are residents of Holiday Retirement.
- Worked on daily/weekly labor control and reporting by department
- Developed all managers in financial responsibility for expense control, payroll scheduling, preliminary profit and loss analysis and deadline reporting goals.
- Directed training and job description changes for entire staff in food and beverage, sales, maintenance, office staff, and activities manager

2016 –
2017

Director of Finance
Aramark Company- US Bank Stadium; Minneapolis, MN

- Full responsibility for operating success of a food and beverage financial operation for a 66,000 seat National Football League Park and multi- purpose catering meeting center environment.
- Oversee a staff of 10 employees and schedules, financial reporting and point of sale systems.
- Preparation of the annual operating plans, including capital plans, financial budgets and complete management and control of all client reporting.
- Developed and produced the weekly and monthly financial statements, controlled operating budgets and all variances, and audited company policies and procedures for start- up compliance.
- Directing sales and food/beverage programs for catering and club segments and all-inclusive game day invoice billing and client information.
- Spearheaded the design and integration of effective internal controls for all revenues, assets and inventories. Controlling systems and daily/monthly reporting compliance and control of cash room cashiers/auditors and security staff work flow for game day and another event accounting.

2014 –
2016

Corporate Operations & Financial Director
Crescent Hotel and Resorts; Minneapolis, MN

- Handling new openings of Crescent managed hotels and takeovers throughout the portfolio located in the United States from coast to coast.
- Preparation of the annual operating plans, including capital plans, financial budgets, and regional marketing and sales plans, and complete management and control of all franchise and client reporting. Due diligence, pro forma and opening budget work for new properties across the United States.
- Producing the monthly financial statements, controlling weekly forecasting, financial reporting and auditing company policies and procedures for compliance.
- Developing and implementing operation standards, drive asset profitability and promote brand strategies for multi brand portfolio. Work with ownership on real estate deal evaluations.
- Work with many multiple manager teams to ensure revenue is achieving market share and rate through effective yield management within all brands.
- Managing all aspects of labor and forecasting/ financial reporting / payroll & tax reporting.
- Directing and training management on fiscal documents, profit and loss, and labor budget.
- Was filling the role of Director of Operations for the Tampa Bay Sheraton and Doubletree, past was a new opening of Cambria Suites in Maryland, past was Operations Director/Finance at Four Point Sheraton hotel in Philadelphia, Director of Operations/Finance at Chaparral Suites in Arizona, Operations Controller at Tampa Bay Doubletree/Orlando Hilton, Director of Finance for Salishan Resort / Golf & Spa in Oregon and new Holiday Inn located in downtown Manhattan.

2011 –
2014

Finance Director
Delaware North Company-Target Field; Minneapolis, MN

- Full responsibility for operating success of a food and beverage financial operation for a 40,000 seat Major League Baseball Park and 20,500 seat Target Center entertainment arena.
- Oversee a staff of 15 employees and schedules, financial reporting and point of sale systems.
- Preparation of the annual operating plans, including capital plans, financial budgets, and regional marketing and sales plans, and complete management and control of all client reporting.
- Streamlined and produced the weekly and monthly financial statements, controlled operating budgets and all variances, and audited company policies and procedures.
- Directing sales and marketing programs for catering and restaurant market segments.
- Controlled the design and integration of effective internal controls for all revenues, assets and inventories. Controlling systems and reporting compliance for owners and DNC.
- Control of cash room cashiers/auditors and security staff work flow for game day and another event accounting.
- Total of 60 million in revenue from concessions, five restaurant/lounge outlets, retail that includes sporting goods, and miscellaneous food & beverage stands and major city concerts.

2010-
2011

General Manager
America's Best Value Inn and Suites; Shakopee, MN

- Directed all managers of rooms, housekeeping, food and beverage, engineering, and transportation departments. Ensure all departments are profitable and maintain strong working relationships with surrounding community.
- Developed new marketing/business plan and budget for franchise transformation.
- Protected the hotel and its assets through enforcing and maintaining a preventive maintenance program in engineering and developing supply par levels in all other departments.
- Handled revenue management duties and applied to monthly room demand and supply rate schedules and rev par reports.
- Transformed an independent hotel into a franchised product with new upgraded products and enhanced customer base and rate structure to follow marketing and budget plan requirements.
- Prepared regional financial statements with variance reporting and brand service strategy monthly for owners and management company executives.

2010-
2010

General Manager
Heartwood Conference Center; Trego, WI

- Managed all sources of revenue, including the rooms, food and beverage, and conference center. Ensured that all departments maintain strong working relationships.
- Created local and national marketing plans and pricing strategies for all market segments. Directed all revision and changes due to changing market conditions in Northwood's location.
- Protected the hotel and its assets through enforcing and maintaining a preventive maintenance program.
- Handled all guest requests in a friendly manner and followed up to always ensure guest satisfaction and return book of business.
- Transformed all company policies and procedures and could effectively communicate them to subordinates and department managers.

2003 -
2010

General Manager / Regional Manager
Calhoun Beach Club Apartments; Minneapolis, MN

- Full responsibility for operating success of a 332-unit luxury high rise apartment complex, office space and catering operation with high end restaurant, and a 45,000-square foot state-of-the-art fitness center with a 2000 membership base. Managed all security and parking systems.
- Oversaw the 400-unit, 26-acre facility "Woods of Burnsville" for all operational and department objectives as regional property manager. Two other properties were sold in prior years.
- Preparation of the annual operating plans, including capital plans, financial budgets, and comprehensive marketing and sales plans, to ensure achievement of an annual Midwest revenue budget, and complete management and control of the operations to attain the desired results.
- Prepared financial statements and balance sheet analysis with variance reports for all properties.
- Fortified a comprehensive marketing plan for retail and business rental space. Commercial lease analysis, lease audits, handling tenant claims and renewals. Track trends and industry market.

2001 –
2003

Hospitality Financial - Operations Manager
Commonwealth Properties; St. Paul, MN

- Managed the company's overall operation through maintaining established cost and quality standard, maximizing profits, and developing and retaining employees to exceed guest expectations. Directed club, restaurant & catering, island resort and rental departments.
- Developed and produced the financial statements, controlled operating budget and all variances, and audited company policies and procedures.
- Enriched procedures for honing skills in team building, selecting talent, training, mentoring and developing a professional hospitality team to work together to achieve common goals.
- Forecast the property's financial position using a monthly format by estimating revenues and line-by-line expenses. Analyze previous and projected data to generate an accurate reforecast.
- Developed all management functions of multiple locations while keeping owners informed of operational transitions.

1997 –
2001

General Manager/Senior Controller
Kahler Properties; Rochester, MN

- Oversaw all financial aspects and revenue management of four hotel properties located in downtown Rochester for Sunstone Hotels, Inc.
- Directed or prepared all financial reports in accordance with management group requirements, meeting various due dates and deadlines while also assuming General Manager role.
- Establish and continually audited all internal financial controls, including purchasing, cash handling, disbursements, inventories, hotel assets, master keys, and payroll records.
- Created a positive work environment by maintaining the highest level of ethics and integrity.
- Managed the sales effort through forecasting, budgeting and yield management to achieve and exceed top line goals for the Kahler Inn and Suites.
- Worked on developing a condominium section of top floors of Holiday Inn, opened and directed a new Italian-themed restaurant, and drove extended stay format to exceed occupancy goals.
- Prepared and designed sales and marketing plans and promotion programs to meet with budget goals for approval by company. Implement company-approved plans and promotion events.

PROFESSIONAL AFFILIATIONS:

Minneapolis Chamber of Commerce
MHA – Minnesota Multi-Housing Association
CHAE Minnesota Club Member

EDUCATION:

Metro State University, St. Paul, MN- BA
Anoka Ramsey Jr. College, Coon Rapids, MN- AA
CHAE- Passed Certified Hospitality Acct. Exec.