

Larry D Chappell

115 Meeks Dr.
Belton, South Carolina 29627
Larchapj@gmail.com
Home phone:
864-760-5196

Wesco

@BMW
March 2015- present
Greer, South Carolina
864-363-6512

MRO Services

Prepare and submit parts list for quote to suppliers through SAP.
Evaluate quotes for best pricing and lead times.
Enter requisitions for all parts needed.
Pull blueprints with specification for special order parts.
Expedite orders as needed.
Ensure invoices are priced correctly per the quote.

Embassy Suites

Assistant Banquet Manager

November 2010 - March 2015

Requisitions additional help as required by banquet schedule.
Directs setting up of tables, and decorations.
Plans the serving order and orchestrates its completion in a timely, quiet and courteous manner.
Supervises wait staff and set up staff. Trains all set up and wait staff. Ensures that waiters and waitresses are ready to serve meal when it is prepared.
Takes the initiative to greet guests in a friendly and warm manner and ensures all needs are met. Observes guests to fulfill any additional requests, to perceive when next course should begin, or when meal is completed.
Aides in the operation of banquet department.
Ensures proper banquet check control.
Actively participates in room set up and service.

Inventories all equipment.
Displays awareness and compliance with security, safety, emergency and energy procedures.
Relieves banquet manager and operates the department.
Other duties as assigned.

Certified Nursing Assistant - Self Employed

October 2008 - November 2010

Belton, South Carolina

Assist with patient's assessment and care planning
Check and record vital signs
Test urine
Measure height and weight
Observe patient response to care
Report and record observations of patient's conditions.
Assist patients in meeting nutrition and elimination needs.
Assist patients with mobility
Assist patients with personal hygiene and grooming
Assist with patient comfort and anxiety relief.
Protect patient privacy and maintain confidentiality
Transport patients
Assist with special procedures
Document and assist in unit record-keeping.

Travinia Italian Kitchen-Bartender

June 2006 - October 2008

Columbia, South Carolina

Balance cash receipts.
Order or requisition liquors and supplies.
Plan, organize, and control the operations of the bar.
Supervise the work of bar staff and other bartenders
Plan bar menus.
Create drink recipes.

Arizona Steak House - Bartender

January 2003 - July 2005

Simpsonville, South Carolina

Balance cash receipts.
Order or requisition liquors and supplies.

Plan, organize, and control the operations of a cocktail lounge or bar.
Supervise the work of bar staff and other bartenders.
Plan bar menus.
Create drink recipes.

Wire Planet - Trade Show Coordinator -

February 2002 - January 2003

City Of industry, California

Provided assistance in researching and securing an appropriate venue, coordinating vendors and exhibitors, and work within a specified budget to achieve the goals of the event.

Allied Electronics - Customer Account Representative

June 1998 - January 2002

Greenville, South Carolina

Selling electronic industrial components through proactive account development, relationship building, prospecting, and customer service.