

Joanne M. Moragne

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Summary

- Motivated self-starter with strong work ethic.
- Over 10 years of experience providing quality customer service in a restaurant environment.
- Enthusiastic about acquiring real estate and development.
- 8 years of experience as a project and property manager for personal real estate holdings.
- Thorough knowledge of all aspects of restaurant and small business operations.

Experience

Asset Manager

2005-Current

- Currently overseeing property operations for several clients alongside personal holdings.
- Underwrite potential acquisitions.
- Provide full accounting services including balancing accounts, budgeting and periodic financial statements for each client.
- Coordinate all relevant maintenance needs and budgeting for renovations for each property.
- Creatively conducted market research by establishing professional contacts within all areas of the industry and sourcing public records.
- Prepare all leases according to landlord's preference, ensuring accuracy and fulfillment while in compliance with industry standards.

Meritage Wine bar and Restaurant, Server

2011-Current

- Currently work as server in a busy 20 table upscale restaurant.
- Generate top sales among my colleagues by providing educated suggested pairings to customer.

Swanky Bubbles, Assistant Manager and Events Coordinator

2001-2011

- Managed guest relations while overseeing a 50-table restaurant and bar with a staff of 20.
- Established relationships with vendors and set up credit facilities.
- Worked with staff to maintain food and beverage inventory.
- Hired and delegated proper training for new staff.
- Developed catering and large events department.
- Coordinated and scheduled all events with proper staffing and inventory.

Education

Temple University, Fox School of Business
Accounting Major

2012-Present

Community College of Philadelphia
Accounting

2011-2013

Drexel University
Business Administration Major

1997-1999

Relevant Skills

- Proficient with Microsoft Office Suite, Quick Books
- Punctual and Organized
- Goal Oriented