

# William Garrett Boone

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## Experience

### **Turner County Board of Education, C.I.S. Site Coordinator**

Ashburn, GA

October 2009 – Present

*A federally funded program providing health, social and educational services to at-risk youth and families*

- Developed Annual Operations Plan outlining Turner County's Community in Schools Approach.
- Implemented a 5-Star Fundraising Campaign which raised \$25,000 dollars in local contributions
- Developed a youth mentoring program. Served over 25 students and acquired 43 volunteer adult mentors over a two year period
- Managed four high school teachers providing after-school tutoring services. Program achieved a total of 602 tutoring contact hours for over 134 students this year.
- Completed all monthly reporting, data collection and database management. Tracked and maintained individual services for over 540 students and 20 teachers over a two year period
- Successfully collaborated with the Board of Education, School Superintendent, Collaborative Board of Directors, community partners, and parents to communicate the vision of the CIS Approach

### **Turner County Board of Education, Turner County Mentoring Program Coordinator**

Ashburn, GA

August 2008 - Present

*A federally funded six county mentoring initiative through Middle Georgia College for at-risk youth in grades 4-8*

- Responsible for day to day management and overall success of the Turner County Mentoring Program. Program serving 25 students and over 43 volunteer adult mentors, per year, for two years
- Developed Turner County Mentoring Program policies and procedures, evaluation procedures, marketing plan and community awareness/outreach, and community partner recognition efforts
- Provided orientation and training of 50 volunteer mentors. Curriculum included: child development, child abuse/ mandated reporting, relationship development, and conflict resolution.
- Responsible for recruiting, background/criminal history screening, and final approval for 50 adult volunteer mentors each year.
- Adhered to and maintained a \$114,000 budget prescribed by a federal grant over a 3-year period
- Coordinated all group educational and cultural activities
- Worked closely with parents, students, board of education, school administrators, community leaders, and media to educate over 16,000 people per month about the benefits of mentoring
- Participated in Parent Involvement Council, Middle Georgia Mentoring Initiative Management Team, Regional Mentoring Coalition, Teen Maze Planning Committee, Turner County Collaborative, Mentoring Strategy Team, and Fire Ant Festival Volunteer

### **Restaurant Consultant, My Downtown Bistro; Café 230**

Albany, GA

June 2009 – Present

*A casual dining, special events, and catering restaurant located in the heart of downtown Albany*

- Worked closely with owner and Chef in start up operations of a 160 seat lunch dining, catering and special events facility.

- Facilitated in planning and execution of a business plan and operating budget
- Developed a lunch menu, catering menu, and special events menu
- Implemented a City Employee Discount program through the Albany Mayors office and the city of Albany. Resulting in an increase of 10 more people per day and an average of 50 people per week
- Coordinated and provided guidance in securing appropriate business licenses and permits
- Trained staff in proper inventory accounting and developed inventory checklists and spreadsheets. Saving 10 man/hours per week
- Insured restaurant and events were compliant with city codes and ordinances

**The Hilton Garden Inn Albany, Food and Beverage Manager**

Albany, GA.

May 2007 – April 2008

*A 122 room select service hotel consisting of 13,000 sq. ft. of banquet space and a 67 seat full service restaurant and bar*

- Orchestrated all duties of banquet, restaurant, lounge, and catering departments, including 25 staff members and a budget of over \$1 million
- Trained diverse staff into highly motivated, professional guest service teams. Resulting in a 5% reduction in man/hours and \$4000/month savings in over-time expenses
- Ensured compliance with all Crestline Management, Hilton Hotels, and Federal standards
- Completed monthly reporting, purchasing, inventories, asset/ cash, and Profits and Losses accounting functions
- Expertly maintained all Food and Beverage schedules. Including: restaurant breakfast, lunch, and dinner, and daily special events and banquet functions.
- Conducted market surveys and price/cost analysis to insure an accurate and profitable pricing structure for restaurant, banquet, and bar; raising profit margins by 3%

**The Ponte Vedra Inn and Club, Server; Restaurant Manager**

Ponte Vedra Beach, Florida

February 1999- April 2007

*AAA Five-Diamond rated golf and tennis resort and private club*

- Co-Managed 124 seat evening dining room, and managed 225 seat lunch patio dining area. Cited for sustained superlative performance and superb customer satisfaction
- Coalesced a diverse workforce of up to 30 people into highly functional food service teams
- Expertly managed service staff, including hiring and firing
- Orchestrated structured training and certification programs thru Florida Restaurant Association Safe Staff Program and T.I.P.S. certification by Health Communications, Inc

**Garrett Consulting Inc., Technician**

Dallas, GA.

1997-1999

*A privately owned company specializing in environmental remediation and site preparation*

- Conducted daily site preparation work as well as equipment preventive maintenance.
- Operated heavy equipment including dump trucks, bull dozers, backhoes and excavators.

**Barrack's Street Fish House**

Pensacola, FL.

1996-1997

*A casual dock side restaurant specializing in fresh locally caught seafood*

- Responsible for customer service and conflict resolution
- Trained over 12 employees in restaurant procedures

## **Olive Garden Restaurant**

Pensacola, FL.

1996-1997

- Server

## **Radical Rides**

Pensacola, FL.

1995-1996

*A wave runner rental and personal watercraft instructional facility*

- Conducted sales and rental of personal watercraft.
- Instructed classes on water safety, boat handling and responsible personal watercraft operation.

## **Accomplishments**

Administration/ Team Building – Implemented focus on unity of effort during shift opening and closing; resulting in increased efficiency and productivity as well as later shift arrival and earlier shift departures.

Leadership – Increased personnel professionalism and enhanced efficiency through pre-shift line-ups, resulting in lowering man hours and increased monthly profit margin. Instructed and empowered staff in how to personally resolve guest conflict. Directly contributing to increased guest satisfaction from 54% to 72%.

Safety – Maximized healthy dining environment through certification by the Florida Restaurant Association Safe Staff Program. T.I.P.S. training certified by Health Communications, Incorporated. Succeeded in shaping a safe, healthy workplace and produced an enjoyable safe dining experience.

Communication – Skilled writer, eloquent speaker, effectively communicated with all levels of management and work force.

Financial Management - Effectively lowered beverage cost from 57% to 25%, by inputting procedures to precisely control storage facilities, pricing and continual education of team members. Purchased and priced both Food and Beverage products while consistently maintaining a respective 25% beverage cost and 32% food cost. Managed \$1,100,000 annual budget with no major discrepancies.

Human Resources – Routinely dealt with maintaining payroll, benefits, unemployment issues, and workers compensation. Focused on motivating substandard employees and providing them with adequate training, the proper tools, and pride in their work environment and responsibilities, which, resulted in team members becoming team leaders. Handled 10 Human Resource issues/complaints, coordinated with Corporate HR; all adjudicated favorably.

Committees/ Councils – Turner County Connection Grant Evaluation Committee, Middle Georgia Mentoring Initiative Strategy Team, CIS/ Drop-Out Prevention Strategy Team, Turner County Parent Involvement Council, Middle Georgia Mentoring Initiative Management Team, Heart and Soul Bus Tour Planning Committee.

## **Education**

Florida Community College of Jacksonville

- Associate of Arts

Educational Institute of the American Hotel and Motel Association

- Server Certification

Health Communications, Inc.

- Training for Intervention Procedures

Thompson and Padgett

- Management Skills for the New Supervisor
- Marketing Skills for Today

Georgia Work Ready Certification

- Certification Level – Gold

Certified May