Jeffrey S. Collins-Harper

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Profile

An effective manager, team builder, teacher, consultant, and brand builder known for his extensive knowledge, productivity, and problem solving, as well as his communication skills. Creatively has also worked as an actor, director, writer, art director, and artist in a parallel track in theater, television, and film beginning in 1978 and going through 2010 (on a separate resume).

Since the pandemic Jeffrey is ready to reinvent himself in an upwardly mobile position that not only utilizes his managerial and business acumen but takes advantage of his creative and artistic talents.

Manager, Trainer, and Consultant; Graphic Art & Design

Qualifications

Over thirty years experience in graphic art and design experience for print and digital media. More than two and a half decades of experience in the hospitality industry encompassing fine dining to casual dining and to trendy nightclubs, giving attention to delivering the quality of service that encourages guest loyalty while maintaining a profitable, efficient business.

An effective leader with knowledge and expertise in

- Graphic Art & Design
- Company and product branding
- Team building and staff training
- Development of training programs and materials
- Purchasing and inventory control and management
- Facilities management
- Cost containment
- Customer service and guest relations

Computer Skills:

- All Microsoft Office
- Lotus
- Open Office
- Photoshop
- Adobe Creative Suite
- GIMP
- Inkscape
- Corel PaintShop Pro
- Adobe Illustrator
- Blender
- Final Draft

Experience

2022

Jupiter Entertainment

Transcriptionist

Responsible for transcribing audio files from interviews for the company's true crime shows.

Ongoing

Graphic Artist and Ad Designs, freelance

1992 – 2020

The Riese Organization (National Restaurant Management), New York City:

Employment ended due to Covid-19

Manager, T.G.I. Friday's, New York City, 2009-2020

Responsible for general restaurant operations, hiring, payroll, purchasing, and inventory control as well as implementing sales strategies and new item rollouts while maintaining corporate brand standards.

Restaurant, Bar and Nightclub Manager, Hawaiian Tropic Zone, New York City & Las Vegas, 2006-2009

Codified and wrote the manual on the front-of-the-house operations of the developing concept in New York City and opened and supervised the training of the management team and front-of- the-house staff for the Las Vegas location, with cuisine created by Chef David Burke. Responsible for creation of specialty drinks and the maintenance of an extensive wine collection.

Oversaw the bar staff and service staff of the restaurant as well as the one of Times Square's most popular nightclubs.

Store Opener, Trainer, Head Server and Bartender, T.G.I. Friday's, New York City, 1992-2006 Member of opening team for two of the nation's largest T.G.I. Friday's. Oversaw the training of servers and bartenders for holiday seasonal staff for all the Manhattan locations.

Education

Pensacola Junior College, Physics and Mathematics
University of West Florida, Anthropology and Archeology
American Musical & Dramatic Academy, Musical Theater

Member, American Mensa Society

Additional Skills

Conversational skills in French and Spanish.

Hobbies & Interests

Anything tech; horror, science fiction, & fantasy; anthropology & archeology; languages.
Longboarder & surfer. Model builder. D&D and Tabletop RPGs. Video games. Cosplay.

Film, Television, & Theater resume available on request.

References available upon request.