

Hannah Price

Project Support Officer

Manchester | 07700 900105 | hannah.price@example.com

Profile

Hospitality manager moving into project support after seven years coordinating people, suppliers, budgets and time-critical openings. Experienced in maintaining action plans, briefing varied teams and resolving delivery risks before deadlines. Now seeking a project support role where structured administration and stakeholder service are central.

Transferable strengths

- Planning: coordinated three venue refurbishments, sequencing contractors, stock moves, staff training and reopening checks.
- Budget administration: tracked monthly operating costs and investigated invoice differences against purchase orders.
- Stakeholder communication: produced daily updates for owners, suppliers and team leaders during high-pressure changes.
- Risk and issue management: maintained logs for maintenance, food safety and event dependencies, escalating owners and deadlines.

Employment

Restaurant Manager | Alder Table Group, Manchester | July 2021–present

- Lead a 28-person team and coordinate rotas, training, suppliers and service plans for a 120-cover venue.
- Built a weekly action tracker for a six-week refurbishment; all mandatory checks were completed before reopening.
- Reduced agency staffing spend by 14% over 12 months through earlier rota planning and cross-training.
- Prepare concise performance and incident summaries for the regional manager.

Assistant Manager | North Quay Dining, Salford | April 2019–June 2021

- Coordinated private events for up to 160 guests, confirming requirements, schedules and responsible owners.
- Checked deliveries and invoices and resolved shortages without disrupting service.

Team Member | Copper Spoon Café, Stockport | August 2017–March 2019

- Delivered friendly service, trained four new starters and completed opening checks.

Professional development

APM Project Fundamentals Qualification | 2026

Excel: Intermediate formulas and reporting | Open Learning North | 2025

Education

Level 3 Diploma in Hospitality Supervision | Pennine College | 2019

A levels: English Language, Business and Sociology | 2017

Additional information

Available with four weeks' notice.