



## Wine Bar Manager

# Olivia Matthews

### Professional summary

Passionate Wine Bar Manager with 9+ years of experience in managing wine-focused establishments. Expert in curating diverse wine selections, conducting tastings, and enhancing guest experiences. Skilled in staff training, inventory management, and delivering exceptional customer service in upscale environments.

### Experience

#### Wine Bar Manager

August 2019 - Now

Cadet Wine & Beer Bar / Napa, CA

- Curate a 150+ bottle wine list, focusing on local Napa Valley wines and international selections.
- Increase sales by 20% through strategic wine tasting events and club memberships.
- Train staff on wine knowledge, food pairings, and upselling techniques, improving guest satisfaction scores.
- Negotiate supplier agreements, resulting in a 10% reduction in wine procurement costs.
- Organize weekly live music and wine tasting nights, drawing a consistent clientele and increasing revenue.

#### Sommelier


June 2015 - July 2019


The French Laundry / Yountville, CA


- Assisted in the management of the wine program for a Michelin-star restaurant.
- Provided guests with wine pairing recommendations and conducted private tastings.
- Collaborated with the chef to create wine pairings for seasonal tasting menus.

### Wine Tastings & Events:

- Hosted **monthly wine tasting dinners** for VIP members, generating ,000 in annual recurring revenue.
- Collaborated with local wineries to develop "**Winemaker Series**" events, bringing winemakers directly to the bar for exclusive tasting sessions.
- Led **private tours and tastings** for high-end clientele, securing long-term wine subscriptions and orders.

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 Napa, CA

### Education

#### Certified Sommelier

Court of Master Sommeliers, USA

Completed: 2015

### Skills

Wine Selection & Pairing	◆◆◆◆◆
Wine Inventory Management	◆◆◆◆◆
Staff Training & Development	◆◆◆◆◆
Vendor Relations	◆◆◆◆◆
Event Planning & Marketing	◆◆◆◆◆
Customer Service Excellence	◆◆◆◆◆
POS System Management (Upserve, Aloha)	◆◆◆◆◆