

MATTHEW ALLEN

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WINE, BEVERAGE, AND RESTAURANT OPERATIONS PROFESSIONAL

- ♦ **Resort Sommelier:** wine selections, buying, and training for multi-unit luxury hotel property.
- ♦ **Director of Wine and Spirits:** conceptualized, designed, and executed beverage programs.
- ♦ **Sommelier:** performed staff training, guest education, and pairing menu creation.
- ♦ **Advisor:** provided counsel for private wine collectors, restaurants, hotels, and law firms.
- ♦ **Beverage Program Consultant:** designed and planned varying beverage programs, including building lists for craft cocktails, bourbons, scotches, wines by the glass, and both large and small-scale bottled wine lists.
- ♦ **Install Specialist:** implementation of cloud-based beverage database and management software.

SKILLS

*Excel, Word, WordPress
Wine dinner programming
Private wine consultation
Wine making*

*Menu design
Web site hosting management
Restaurant concept development
Adobe Acrobat, Illustrator*

*Buying & costing
Staff training
Wine cellar design
Craft fermentation*

PROFESSIONAL EXPERIENCE

FARMSTEAD AT LONG MEADOW RANCH – St Helena, CA

Farm to table restaurant, cafe, general store, tasting room and events space owned by an integrated cattle ranch, farm and winery operation

Beverage Manager, 2018–2020

Worked in a multitude of roles while overseeing the beverage selections of varied outlets with daily responsibilities as a front of house floor manager.

Key Results:

- ♦ Reduced and maintained beverage cost target within first thirty days with a comprehensive costing, invoicing and inventory system.
- ♦ Revamped beverage list and selections for events department, general store, café, and restaurant.
- ♦ Developed continued education programs for the management team and service staff.
- ♦ Filled in as estate host for winery tours, tasting room, public and club member events.
- ♦ Coordinated point of sale technology upgrade and implementation.

NEMACOLIN WOODLANDS RESORT – Farmington, PA

2,000-acre luxury resort with multiple outlets and hotels

Resort Sommelier, 2017–2018

Wine and beverage guidance, and staff development in varied outlets and beverage programs for an expansive luxury resort.

Key Results:

- ♦ Oversaw wine selections, lists and beverage programs for multiple outlets including: fine dining and casual restaurants, banquets department, stand-alone bars, in room menus, and the spa.
- ♦ Mentored and provided leadership for Sommelier team.
- ♦ Restructured and streamlined ordering process.
- ♦ Wine pairings for Forbes Five-Star, AAA Five-Diamond restaurant.
- ♦ Management and purchasing for an 18,000-bottle cellar offering 1,700 selections.

BINWISE, INC. – San Francisco, CA

Cloud based wine, liquor, and beer management software development company

Install Specialist, 2015–2017

Installation and implementation of beverage management software remotely for clients nationally, including training and ongoing customer technical support.

Key Results:

- ◆ Technological multitasking in a small venture capitalist funded SaaS start up.
- ◆ Responsible for maintaining and recommending automation of back end processes to reduce installation time.
- ◆ Redesigned and set up customer self-service help center and QuickBase customized integration.
- ◆ Managed and maintained global wine database.

SEAFOOD R'EVOLUTION – Ridgeland, MS

Large-scale casual dining restaurant focused on local ingredients with regionally influenced cuisine

Director of Wine and Spirits, 2014–2015

Designed a complete beverage program, including cellar design, bar design, craft cocktail concept, liquor, beer and wine selections.

Key Results:

- ◆ Learned the necessary responsibilities for complete financial systems and reporting.
- ◆ Gained experience working with architects and interior designers to lay out a functional and aesthetically pleasing wine cellar and bar.
- ◆ Planned and wrote training material for both staff and management.
- ◆ Coordinated auction house wine purchase and delivery through a control state.

RESTAURANT R'EVOLUTION – New Orleans, LA

Fine dining restaurant focused on historical cuisine

Sommelier, 2012–2014

Assisted in initial planning and then complete inception and execution of a 10,000-bottle wine cellar program offering 1,500 selections.

Key Results:

- ◆ Gained experience with buying, costing, and budgeting beverage programs.
- ◆ Set up delivery and stocking of a 10,000-bottle wine cellar using a mapped-out logistical plan to organize a functioning restaurant wine cellar.
- ◆ Planned, set up, wrote, and conducted extensive staff training in all areas of beverage and service.
- ◆ Managed and ran information technology for the beverage program, including deployment and maintenance of the restaurant's digital iPad wine lists and custom application.

RESTAURANT AUGUST – New Orleans, LA

Fine dining nouvelle-based fusion cuisine focused on local ingredients

Assistant Sommelier, Service Captain, 2008–2012

Responsible for overall service, including orchestrating extended tasting menus with wine pairings. Worked on setting up a successful by-the-glass program, as well as a craft cocktail list, including infusing bourbons, making bitters, and costing.

Key Results:

- ◆ Managed and maintained beverage costs.
- ◆ Received wine; cataloged and stocked wine in a wine cellar with an implemented purchase order system.
- ◆ Developed ability to orchestrate and manage a multiple-table section while doing different multi-course tasting menus with custom wine and beverage pairings.

EDUCATION, CERTIFICATIONS, & INDUSTRY EXPERIENCE

NATIONAL RESTAURANT ASSOCIATION, ServSafe Food Protection Manger Certification

VILLA BISSINGER – Aÿ, France

Institut International des Vins de Champagne

Terroir d'Aÿ grand cru et terroir d'Argonne

TALISMAN WINERY – Sonoma, California

Harvest Intern – Harvest 2025
