



Evelina Ceikauskaite

Manager

London, UK

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Languages

Russian (Native)

English (Fluent)

Lithuanian (Native)

French (Basic)

Italian (Basic)

Spanish (Basic)

About

Proficient manager with extensive experience in hospitality, specialising in recruitment, payroll, HR, performance management, stock management, events and H&S procedures. I am a highly organised, imaginative, reliable, efficient and personable person who is driven to consistently achieve outstanding results in challenging environments. Excels in problem solving, listening and communicating with guests, staff and senior managers. I have over 5 years' experience in a range of hospitality establishments working as waitress and progressing to management positions where I am now manager at SumosanTwiga in Knightsbridge.

BRANDS WORKED WITH



Experience



● Manager

SumosanTwiga | Sep 2022 - Now

Well experienced manager in charge of restaurant and nightclub operations. Working along with high profile people, dealing with recruitment, HR, administrative tasks many more.

● Manager

the House of Koko | Apr 2022 - Aug 2022

- Setting up new standards, procedures from the scratch
- Working across departments to ensure members are offered the best experience possible
- Working along with high profile members (celebrities or singers)
- Facilitating members connections
- Handling complaints in a professional manner
- Ensuring the club is compliant with all operational legislation
- Ensuring the club is run at the highest standard
- Promoting teamwork and a positive and ethical work environment
- Managing building maintenance
- Managing the whole building when closing and opening



● Assistant Grand Café Manager

German Gymnasium | Jun 2018 - Apr 2022

- Overseeing teams of staff ensuring guests receive an outstanding level of service throughout their stay. Answering guest queries and following up positive and negative feedback
- Conducting performance appraisals, performance alert meetings and reviews as well as providing performance feedback at interim periods.
- Conducting recruitment interviews and overseeing recruitment HR and induction processes for all new members of the team.
- Managing efficiencies and cost control to ensure maximum profitability
- Ensuring sufficient stock levels as well as minimising potential shrinkage across the business.
- Implementing and overseeing Health & Safety procedures and checks are in place and adhered to as well as ensuring allergy matrix's are available and accurate.
- Promoting and implementing marketing initiatives



● Floor Manager

Tom's Kitchen | Feb 2017 - May 2018

- Ensuring high levels of customer service are provided to guests at all times. Receiving feedback from customers
- Responsible for all recruitment processes as well as implementing training initiatives for all staff members.
- Managing budgets and cost control across the business.
- Overseeing large events such as Birthdays, Weddings and business

events

-Complying with Health and Safety legislation and guidelines ensuring all checks have been completed.

-Ensure sufficient stock has been ordered as well as ensuring the restaurant has sufficient consumables

-Reviewing and organising new menu launches and initiatives and analysing performance of the initiatives to identify positive trends.



- **Assistant Manager**

Gaucho | May 2016 - Feb 2017

- Supervising and managing staff across shifts to ensure high levels of customer service at all times.

-Implementing training initiatives for all staff to ensure high levels of product knowledge and service are provided to all guests.

-Organising guest reservations and answering customer queries.

-Create and execute promotions and initiatives for sales growth across my department.

-Responsible for reviewing weekly reporting including bestsellers, staff control and food control and sales reporting.

- **Supervisor**

Primrose Eatery | May 2015 - May 2016

- **waitress**

London Sofitel St. James | Sep 2012 - May 2015