

Omar Roy Jr.

Purchasing Manager

Contact Profile

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I am an energetic, ambitious, results-oriented individual with over 12 years of experience in the hospitality field and flawless administrative and leadership development. Proven guidance skills with the ability to coordinate across departments, increasing communication and maximizing service and satisfaction. Proficient in picking up new procedures and tasks quickly while elevating the service standards in every role.

Key Skills Experience

- Savvy Microsoft Office, with focus on Excel and Word
- Bilingual (Spanish and English)
- Web and tech savvy

1 Hotel South Beach

Purchasing-Buyer, February 2018 – Present

- Purchasing Manager
- Food and Beverage buyer
- Schedule and coordinate meetings with suppliers
- Manage expense reports and inventory for more than five outlets and restaurants.

Activities and Interests

Travel
Arts
Sports
Architecture

- Developed new filing and organizational practices.
- Maintain the utmost discretion when dealing with sensitive topics.
- Typed documents such as correspondence, drafts, memos, and emails.
- Recorded, transcribed, and distributed minutes of meetings.

1 Hotel South Beach

Loss Prevention Agent, November 2015 – February 2018

- Managed incident reports
- Coordinated meetings for management and the Loss Prevention team.
- Greeted visitors and determined to whom and when they could speak with specific individuals.
- Open, sort and distribute incoming messages and correspondence.

First Service Residential

Area Specialist/Front Desk Agent, June 2013 – November 2015

- Responsible for handling front lobby reception and administration duties Tasks including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail as well as scheduling meetings and travel for executives.
- Clerical and administrative tasks.

Bellini on the Ocean/Castle Group

Concierge/Front Desk Supervisor, September 2004 – June 2013

- Made dining and other reservations for patrons and obtained tickets for events.
- Provide information about local features such as shopping, dining, nightlife, and recreational destinations.
- Made travel arrangements for sightseeing and other tours.
- Carry out unusual requests such as searching for hard-to-find items and arranging for exotic services such as boat rides.
- Greet guests at the front desk and make suggestions for entertainment, dining, and other engagements as appropriate.

Education

University of Puerto Rico Arecibo Campus

Miami Dade College Wolfson Campus

Gold Coast Schools North Miami