



MICHELLE DANIELS

Catering Assistant 📍 LOS ANGELES, CA 90291, UNITED STATES

○ DETAILS ○

1515 Pacific Ave, Los Angeles, CA
90291, United States
email@email.com

PLACE OF BIRTH
San Antonio

NATIONALITY
American

DRIVING LICENSE
Full

○ LINKS ○

[Instagram](#)

[Facebook](#)

[Pinterest](#)

○ SKILLS ○

Inventory Management

Booking Systems

Layout Diagrams

Social Media Platforms

Budgets

Food Preparation

Food Plating

Decor Set Up

👤 PROFILE

Dynamic individual with five years of catering experience at large scale events looking for a Catering Assistant position with ABC company that will benefit from knowledge concerning food preparation, event organization and a two year Diploma in Business Management and Administration.

📁 EMPLOYMENT HISTORY

Senior Catering Assistant at Down the Aisle Events, Dallas, TX

May 2015 – Present

Manage complex inventory cycle by ordering and receiving food supplies to the value of \$5000 on a weekly basis with extensive experience in various menus such as rustic, outdoors, fine dining, cocktail, buffet and gourmet meal courses.

- Assist in organizing event details and client files.
- Coordinate various services from third parties so that the facility and equipment are set up correctly, according to client requests.
- Help with marketing efforts such as answering phone calls, meeting with customers, and creating marketing documents.
- Handle customers concerns or complaints and implement solutions.
- Sets up, decorates, and prepares serving and dining areas according to specific directions and layout plans established by the catering manager.
- Prepare and plate food according to the caterer's directions before serving.
- Breaks down serving and dining areas according to client specifications and layout plans

Catering Assistant at Union Caterers, Austin, TX

February 2014 – March 2015

Assisted at events across Texas, ranging from 60 to 350 guests. Able to plate a main course in 3 minutes flat.

- Assist with the general table set up and clean up and transports all materials to and from the event area
- Clean washes, peels, and cuts raw food items in preparation for cooking processes.
- Restocks clean equipment, utensils, and equipment to proper storage areas listing any damages and items to be replaced.

🎓 EDUCATION

Austin Hospitality & Tourism Academy, Austin, TX

June 2016 – May 2018

Degree: Diploma in Business Administration

Subjects Included: Business Management, Finance & Administration, Marketing, Project Management,

○ Dallas Culinary School, Dallas, TX
May 2018 – Present
Degree: Certificate in Advanced Culinary Techniques