

Michelle Daniels



Catering Assistant

Address	1515 Pacific Ave, Los Angeles, CA 90291, United States	Email	email@email.com
Place of birth	San Antonio	Nationality	American
Driving license	Full	Links	Instagram , Facebook , Pinterest

01 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.

02 EMPLOYMENT HISTORY

05/2015 – Present

Senior Catering Assistant at Down the Aisle Events

Dallas, TX

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

02/2014 – 03/2015

Catering Assistant at Union Caterers

Austin, TX

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.

03 EDUCATION

06/2016 – 05/2018

Austin Hospitality & Tourism Academy

Austin, TX

Diploma in Business Administration

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

05/2018 – Present

Dallas Culinary School

Dallas, TX

Certificate in Advanced Culinary Techniques

04 SKILLS

Inventory Management



Booking Systems



Layout Diagrams



Social Media Platforms



Budgets



Food Preparation



Food Plating



Decor Set Up

