

Michelle Daniels, Catering Assistant

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

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Instagram](#), [Facebook](#), [Pinterest](#)

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

May 2015 – Present **Senior Catering Assistant, 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

Feb 2014 – Mar 2015 **Catering Assistant, 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.

EDUCATION

Jun 2016 – May 2018 **Austin Hospitality & Tourism Academy, Diploma in Business Administration** Austin, TX

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

May 2018 – Present **Dallas Culinary School, Certificate in Advanced Culinary Techniques** Dallas, TX

SKILLS	Inventory Management	Experienced	Booking Systems	Experienced
	Layout Diagrams	Skillful	Social Media Platforms	Expert
	Budgets	Skillful	Food Preparation	Expert
	Food Plating	Expert	Decor Set Up	Experienced