

MICHELLE DANIELS

CATERING ASSISTANT

INFO

ADDRESS

1515 Pacific Ave, Los Angeles, CA
90291, United States

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

NATIONALITY

American

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, 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, Union Caterers

Austin, TX

Feb 2014 - Mar 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, Diploma in Business Administration

Austin, TX

Jun 2016 - May 2018

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

**Dallas Culinary School, Certificate in Advanced
Culinary Techniques**

May 2018 - Present

Dallas, TX