



# Michelle Daniels

Catering Assistant

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

**PLACE OF BIRTH** San Antonio

**DRIVING LICENSE** Full

**EMAIL** email@email.com

**NATIONALITY** American

**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

May 2015 – Present  
Dallas, TX

### Senior Catering Assistant at Down the Aisle Events

*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

Austin, TX

## Catering Assistant at Union Caterers

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

Jun 2016 – May 2018

Austin, TX

## Austin Hospitality & Tourism Academy

Diploma in Business Administration

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

May 2018 – Present

Dallas, TX

## Dallas Culinary School

Certificate in Advanced Culinary Techniques

## 04 SKILLS

Inventory Management	● ● ● ● ● ● ● ● ● ●	Booking Systems	● ● ● ● ● ● ● ● ● ●
Layout Diagrams	● ● ● ● ● ● ● ● ● ●	Social Media Platforms	● ● ● ● ● ● ● ● ● ●
Budgets	● ● ● ● ● ● ● ● ● ●	Food Preparation	● ● ● ● ● ● ● ● ● ●
Food Plating	● ● ● ● ● ● ● ● ● ●	Decor Set Up	● ● ● ● ● ● ● ● ● ●