

# Michelle Daniels

## Catering Assistant



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PLACE OF BIRTH	San Antonio	NATIONALITY	American
DRIVING LICENSE	Full	LINKS	<a href="#">Instagram</a> , <a href="#">Facebook</a> , <a href="#">Pinterest</a>

## 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

DALLAS, TX

### Senior Catering Assistant

#### 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

#### 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.

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## 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

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## Skills

Inventory Management



Layout Diagrams



Budgets



Food Plating



Booking Systems



Social Media Platforms



Food Preparation



Decor Set Up

