



Michelle Daniels

Catering Assistant

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.

Details

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

Place of birth

San Antonio

Nationality

American

Driving license

Full

Links

[Instagram](#)

[Facebook](#)

[Pinterest](#)

Skills

Inventory Management

Booking Systems

Layout Diagrams

Social Media Platforms

Budgets

Food Preparation

Food Plating

Decor Set Up

Employment History

Senior Catering Assistant at 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 at Union Caterers, Austin, TX

February 2014 – March 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

Diploma in Business Administration, Austin Hospitality & Tourism Academy, Austin, TX

June 2016 – May 2018

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

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

May 2018 – Present