Banquet Coordinator II

ROBERT SMITH

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Objective

Restaurant Coordinator is responsible for the opening and closing of the dining room, serving all customers including residents, guests, and family members.

Skills

Training In Micro Soft Programs.

Work Experience

Banquet Coordinator II

ABC Corporation - February 2000 – March 2003

- Scheduled training meetings for banquet supervisors.
- Provided all purchase check orders for departments.
- Followed all operating procedures of the food and beverage department.
- Communicated all changes with management.
- Attended training workshops to acquire new skills.
- Politely assisted customers in person and via telephone.
- Communicated with vendors regarding back order availability, future inventory and special orders.

Banquet Coordinator

Delta Corporation - 1999 – 2000

- In charge of setting up room for planned banquets In charge of serving food and beverages and cleaning up after banquet.
- Responsible for collecting deposits from the clients before an event and final payment.
- Works with clients to coordinate menus and beverage services for banquets.
- Setting up banquet and ballrooms for events Scheduled appointment for people to obtain rooms Ordered food for events Other duties included, ordering .
- Began in Ogden, Utah in 1998 and transferred to the Oxnard, California location in 2000.
- Supervised and prepared banquet food production for room service, hotel restaurant/bar, and banquet guests.
- Chosen to work the Winter Olympics in Salt Lake City to assist in overseeing mass food production for high-end international clientele.

Education

- January 2013(Kaplan University Online)

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