



CHARLOTTE HARRIS

Banquet Porter

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PROFESSIONAL SUMMARY

Driven Banquet Porter with 2 years of experience in event logistics and guest services. Proficient in setting up and dismantling banquet spaces, ensuring cleanliness, and supporting team operations during events. Focused on delivering exceptional service to enhance guest experiences and contribute to a well-coordinated team environment.

WORK EXPERIENCE

Banquet Porter Apr / 2024-Ongoing
Maple Leaf Consulting Toronto, ON

- Set up banquet spaces for various events, including weddings and corporate functions.
- Ensured all equipment and supplies were in working order prior to events.
- Performed breakdown and thorough cleaning of event areas post-functions.
- Coordinated with management to arrange furniture and decor according to event specifications.
- Assisted in setting up tables, chairs, and audio-visual equipment as directed.
- Maintained high standards of cleanliness throughout the event space.
- Provided support to serving staff to ensure smooth service delivery during events.

Banquet Porter Apr / 2023-Apr / 2024
Lakeside Apparel Co Chicago, IL

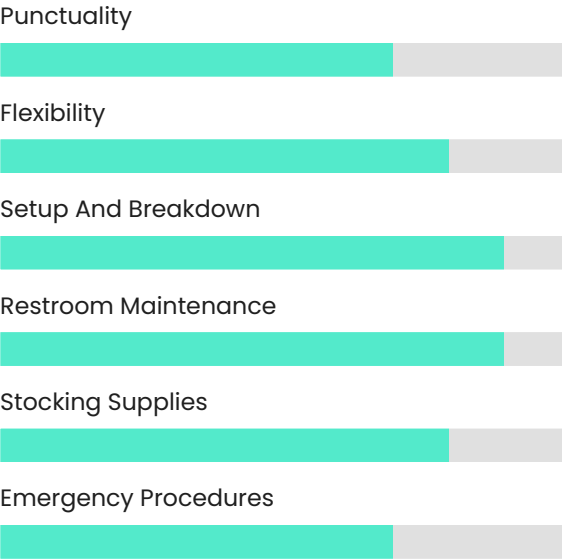
- Set up and maintained function areas, ensuring all equipment was operational.
- Assisted in the setup of tables and rooms for social functions as per management's direction.
- Provided assistance to guests and staff during events, enhancing overall service quality.
- Worked collaboratively with team members to ensure efficient event execution.
- Handled breakdown and cleaning of areas after events, maintaining cleanliness standards.
- Supported food service operations as needed during events.

EDUCATION

Associate of Applied Science in Hospitality Management Apr / 2022 - Apr / 2023
Johnson College Seattle, WA

Studied hospitality management principles with a focus on event planning and guest services.

SKILLS



INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS

- Intuition Leadership
Listening Mentorship

LANGUAGES



ACHIEVEMENTS

- Successfully set up and broke down over 50 events, ensuring timely and efficient operations.
- Maintained a 95% satisfaction rate from guest feedback during events.