

Robert Smith

Catering Administrative Assistant

PERSONAL STATEMENT

Hardworking, organized, and analytical professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

WORK EXPERIENCE

Catering Administrative Assistant

ABC Corporation - October 2013 - February 2014

Responsibilities:

- Typed and uploaded reader board information to be displayed throughout the hotel.
- Implemented new initiatives to keep the office organized and more productive.
- Worked very well under pressure and met deadlines with a sense of urgency and accuracy.
- Assisted callers with special conference requests; made reservations for special events such as catered events, holiday brunches, parties, etc.
- Conferenced inquiry, Catering files, and Supply POC.
- Directed the banquet staff for weekend weddings and receptions regarding table set up and food prep areas.
- Performed general clerical duties to include but not limited to photocopying, faxing, mailing, and filing.

Catering Administrative Assistant

Delta Corporation - 2009 - 2013

Responsibilities:

- Created and maintained reservation spreadsheet prior to software installation, provided sole administrative support during the pre-opening stage.
- Responsible for processing all Catering and Golf contracts Process all Catering and Golf invoices in Birch Street accounting software Professionally.
- Administrative Assistant to three Catering Managers and one Golf Sales Manager Supported managers in all day to day logistics Coordinated meetings.
- Utilized strong organizational skills and computer knowledge Worked directly with the catering manager to provide clients with there day to day needs.
- Worked closely with the Events Coordinator in the catering department to manage & schedule events throughout the company.
- Update & maintain Weekly Events Calendar for the entire club to organize events.
- Handled invoices throughout the department to ensure organization throughout the company.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Dog Training, Customer Service, Animal Care.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor Of Science