

# ROBERT SMITH

## Catering Coordinator I

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Administrative Assistant and Certified Event Planner with over 20 years of experience working with International Directors, Executives, Project Managers, Attorneys, and Military Personnel. Proficient in MS Word, Excel, Power Point, Time Slips, QuickBooks, Lotus Notes, and Outlook.

**1985 - 1989**

### **CATERING COORDINATOR I - ABC CORPORATION**

- Sold conference room space for civilians, aerospace contractors and law enforcement.
- Conducted tours of the conference rooms, restaurant and private club.
- Prepared proposals, contracts, purchase orders, and scheduled staff for events.
- Assisted the food and beverage director with menu plans, seating arrangements and entertainment.
- Proficient in military protocol for specific military meetings, functions and events.
- Worked with the base commander when high ranking government officials were on the base.
- Coordinated food and beverage supplies for the VIP booths at The Blue Angels Air Show.

**1981 - 1985**

### **CATERING COORDINATOR - ABC CORPORATION**

- As catering coordinator my responsibilities included answering all phone calls, placing orders thoroughly with clients, filing all invoices and commissions from orders.
- And my team would gather all items needed for orders, packaging appropriately and delivering and setting orders on time.
- As catering coordinator, I was always capable of fixing any issues if there were any quickly and efficiently.
- Multitasking was a huge priority for my job and was executed professionally.
- Skills Used I always needed and had a smile on my face.
- Clients and I got along very well because I always made their experience warm and welcoming.
- Microsoft office and tools were all needed and demonstrated during my time at Carinos..

## **EDUCATION**

Management, Culinary Arts - (Orange Coast College - Costa Mesa, CA)

## **SKILLS**

MS Office, Project Administrative Assistant, Travel Coordination, Catering Coordinator, Accounting.