

ROBERT SMITH

Catering Manager II

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Highly motivated and goal-oriented professional with a track record of meeting and exceeding established goals and objectives. Skilled in building strong professional relationships with clients and fellow employees. Constantly looking for ways to improve upon current procedure to create a more efficient work environment. Ability to identify training gaps, create programs that correct the gaps, and ensure retraining was successful. Very ambitious with great communication skills.

EXPERIENCE

Catering Manager II

ABC Corporation - 2008 - 2014

- Supervise total catering operations to include such duties as booking, selecting and costing menu items, pricing, arranging for temporary help and equipment rental.
- Supervise the preparation and service of food and refreshments, as well as clean-up.
- Supervises catering employees with responsibility for hiring, discipline, performance reviews and initiating pay increases.
- Properly maintain labor and product restrictions.
- Focus on client and customer services.
- Provide strong organizational and time management skills.
- Ability to manage multiple tasks simultaneously while providing a high level of customer service.

Catering Manager

ABC Corporation - 2007 - 2008

- Responsibilities Planned, organized and prepared large catering orders for both lunch and breakfast, to be delivered throughout the Portland metro area
- Upon delivery, I setup and supervised the presentation of catering orders with emphasis on 100% customer satisfaction
- Other duties included taking customer orders, preparing individual food and beverage orders and operating the cash register
- Accomplishments Many orders were placed at my store from surrounding stores because of my ability to do many deliveries promptly and on time with excellent customer service
- Skills Used Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation
- Highly motivated self-starter who took initiative with minimal supervision who also maintained a productive climate and confidently

motivates, mobilizes, and coaches employees to meet my high performance standards.

EDUCATION

- Entrepreneurship, Sales, Management, and Marketing - (Broome Community College - New York, NY)

SKILLS

Management.