Robert Smith

Banquet/Catering Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Result-oriented professional with effective combination of event management, client services, marketing, and project management experience seeking the opportunity to transition into a new organization Self-motivated individual who is able to multi-task while focusing on the overall picture Recognized for assuming ownership of work and willingness to take on additional responsibilities.

WORK EXPERIENCE

Banquet/Catering Manager

ABC Corporation - 2010 – 2011

Responsibilities:

- Sets up and maintains presentation of catered events thought events.
- Serve as liaison with clients to make sure experience Is the best possible and responds to last-minute special requests and changes where possible.
- Supervise, direct and motivates banquet captains and service staff.
- Responsible for maintaining accurate records of client consumption for billing purposes.
- Submits final invoice to the accounting department for final billing and reconciliation of accounts, or collection of funds as appropriate based on client type.
- Responsible for smooth operations of business office and staff, inventory control and management of banquet and catering equipment, In charge of staff training and education on procedures, service, sanitation and safety.
- Reviews customer feedback with staff after event.

Catering Manager

ABC Corporation - 2007 – 2010

Responsibilities:

- Planned, coordinated and booked corporate and social events such as seminars, conferences, reunions and formal events, which include food, beverage, and setup requirements
- Worked closely with the Director of Catering and the Director of Finance to ensure the hotel met the catering goals each quarter
- Assisted with the grand opening and marketing of Hilton Long Beach Executive Meeting Center
- Maintained and established clientele relationships with corporate businesses and social organizations through sales calls, sales leads and presentation to potential clientele
- Managed and monitored logistics, schedules and timelines to ensure proper flow of events
- Disseminated both written and verbal information on each event to the appropriate departments and vendors
- Developed marketing plans every trimester to achieve set goals.

SKILLS

great communication skills, love working with people.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

BS in Business/ Hospitality Management - (Cal Poly Pomona and San Bernardino Valley College)

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