Event Manager

ROBERT SMITH

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Objective

I have been in a supervisory/management role in the customer service industry for over 10 years and I would like to continue to be an effective team leader. I also have extensive experience in sales with proven results.

Skills

Sales, Production, Cooking, Cash Handling, Management, Event Planning.

Work Experience

Event Manager

ABC Corporation - April 2010 – March 2013

- Coordinated with the kitchen staff on delivery, timing, and service style of the food for the event.
- Scheduled all necessary servers, bartenders, and dishwashers in order to give proper service, as well as stay within budget for the event.
- Communicated all equipment needs to the equipment manager in a timely manner.
- Double checked all rental orders and vendor load in times.
- Drove company truck to deliver all food and equipment so that it arrived on site at the correct time.
- Supervised set-up, service, and clean-up of the event for up to 30 servers and 600 guests (seated) / 1000 guests (standing reception).
- Completed all necessary reports and paperwork at the completion of the event.

Event Manager

Restaurant Associates, Hospitality - 2009 – 2010

- Direct responsibility of well-planned and smoothly executed events through the Catering Department in Dining Services of Georgia Aquarium.
- Complete menu creation, event planning and execution.
- Maintains excellent sensitive communication to the diverse range of clients, guests, and employees.
- Impeccable attention to detail with years of knowledge of conferences, meetings and special events.
- The ability to build strong teams as well as be a strong team player.
- With many years as a proven senior level manager operating a multi - million dollar catering account.
- Cater-Hosted multiple events at Georgia Aquarium for over 10,000+ guests..

Education

BS in Mathematics - (PORTLAND STATE UNIVERSITY - Portland, OR)

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