

# Food Coordinator

# ROBERT SMITH

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## Objective

To establish a long-term career in a company where I may utilize my Food Coordinator professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

## Skills

MS Office, Planning Skills.

## Work Experience

### Food Coordinator

**ABC Corporation** - June 1988 - May 1997

- Assisted walk-in and over-the-phone guests with food choices.
- Coordinated catering menus with guests.
- Ensured proper packaging for food and prompt delivery for pick-up orders.
- Assisted in payment using POS system and credit card device.
- Maintained correct balance of cash drawer.
- Effectively communicated with staff and management for last-minute guest needs.
- Used Communication skills, computer, proper telephone etiquette.

### Food Coordinator

**Delta Corporation** - 1984 - 1988

- Assisted students in maintaining proper meals knowledge of balanced diet Coordinating with other staff in student programming.
- Posted weekly school lunch menus outside main office; Assisted with food preparation and serving; supervised kitchen staff; made regular orders of .
- Supervisor Shannon Duties Monitored food orders as well as planned a way to swiftly craft and serve food in an efficient manner.
- Monitored Summer Foods/ Playstreet Summer Lunch/ Snack program to ensure that the meals were given to children under 18 and disabled during the .
- Strong Problem Solving skills,Strong verbal and written skills Able to express my Passion for the Children our Future.
- Used Ability to communicate, kindness and Leadership.
- Product delivery and presentation.

## Education

Associates In Paralegal