
Banquet Sales Coordinator Resume

Job Objective

To obtain a Banquet Sales Coordinator position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Banquet Sales Coordinator, August 2005 – Present
Real Mex Restaurants, Marrero, LA

- Ensured that expected level of guest service is achieved during all contact with guest.
- Conducted sales efforts as directs.
- Reviewed and directed service personnel during the event.
- Finalized banquet events orders on customers up coming banquet events.
- Acted as an Ambassador of the company at trade shows and conventions to promote company and build sales.

Banquet Sales Coordinator, May 2000 – July 2005
Kemah Boardwalk, Marrero, LA

- Developed and implemented the outside sales strategy for the company.
 - Developed new business opportunities and sales using a variety of outside sales tactics.
 - Performed direct sales, marketing, telemarketing, direct mail, cold calls and referrals.
 - Collaborated with banquet managers and restaurant managers to initialize all details of the functions.
 - Ensured the guests' expectations are met, resulting in return business.
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Summary of Qualifications:

- Profound knowledge of Banquet sales
 - Sound knowledge of building and executing both inside and outside catering sales for a large hotel and restaurant
 - Excellent customer-relations and social skills, pro-active and outgoing
 - Excellent time management skills
 - Results-oriented, goal-driven with drive to meet and exceed targets
 - Exceptional ability to book and execute a variety of catering functions
 - Excellent written and oral communication skills
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Education:

Bachelor's Degree in Hospitality Management, Baker College, Michigan, MI

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