
CATERING ADMINISTRATIVE ASSISTANT RESUME

Objective:

Seeking a position as Catering Administrative Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Ability to bend, crouch, kneel, lift, twist, and work at a desk
- Ability to be on feet for long periods of time
- Ability to work under pressure and with tight time restraints.
- Ability to deal professionally, courteously and tactfully with the public
- Good verbal and written communication skills

Work Experience:

Catering Administrative Assistant
Sheraton Albuquerque Uptown, Fort Worth, TX
August 2005 to till date

- Monitored standard office procedures for accuracy.
- Ensured that room and space inventory controls were in place.
- Maintained comprehensive records for timely completion of periodic reports.
- Performed various clerical functions associated with catering department.
- Composed correspondence, coupons, sales, accounting and tracking.

Catering Administrative Assistant
Hyatt Hotels, Fort Worth, TX
May 2000 to July 2005

- Provided full administrative support for catering office.
- Managed and maintained database of catering accounts.
- Answered and directed phone calls to appropriate persons.
- Handled phone inquiries for catering staff.
- Ordered office supplies for catering office.

Education:

Associate Degree in Catering Management
George Washington University, Washington, DC

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