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# CATERING ADMINISTRATOR RESUME

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## Summary:

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A dynamic individual who handled management and administration of catering services with various reputable companies; a leader who has the business edge and extensive experience in handling catering services from menu planning, budget, staff handling and motivation, training and evaluation for further skills development; experienced in handling events catering from formal business to casual parties; gained the best competitive skills in catering from vast experience and training from prestigious organizations.

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## Professional Experience:

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Catering Administrator, April 2007 – Present  
De La Fraise Resort, Tampa, Florida

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## Responsibilities:

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- Prepared monthly projections on direct and indirect operational costs.
- Assisted the marketing department on tapping potential clients.
- Conducted skills enhancement trainings to new and old staff.
- Researched new menus for approval to the management.
- Revised menus to incorporate new recipes for appetizers, entrees, drinks and desserts.
- Managed the day-to-day cash flow from cashiers.
- Performed theme planning for each specific event including venue's visual arrangements.
- Handled employee relations.
- Reported to the executive management for various matters.

Food and Beverage Assistant Manager May 2001– April 2007  
Marriot Hotel, Tampa, Florida

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## Responsibilities:

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- Assisted the F and B Manager on daily events and fine-dining needs.
- Assigned staff to different buffet stations and front desk positions.
- Ensured proper food supply and allocation from the kitchen for both buffet and ala carte orders.
- Attended and resolved customer complaints.
- Verified working hours from logs versus actual hours rendered by personnel assigned to do specific tasks for the department.
- Attended meetings with potential clients and internal management on planning.
- Prepared daily and monthly financial reports.

Banquet Officer, April 1994 – April 2001  
Events Unlimited Company, Deland, Florida

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## Education:

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1990 – 1994 Bachelor of Science in Hotel and Restaurant Management  
Duke University, NC

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## Skills:

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- Proficiency and expertise in MS Office: Word, Excel and PowerPoint
- Effective marketing skills
- Very effective English verbal communication and written skills
- Amicable and pleasing personality necessary in overall handling of guests at all levels
- Effective time management skills

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## Awards and Honors:

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Dean's Lister, Duke University, NC, Batch 1994

Member of Association of Professional Hoteliers, 1995

Member of Association of Western Catering Administration, 2005

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