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## Catering Coordinator Resume

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### Job Objective

To obtain a Catering Coordinator position in a highly reputed organization.

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### Highlights of Qualifications:

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- Substantial experience in food preparation and service
  - Wide knowledge of food safety and sanitation processes
  - Good knowledge of catering sales and gaming systems
  - Thorough understanding of MS Office and hotel systems
  - Extreme ability to conduct corporate room bookings
  - Sound ability to execute food and beverage requests
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### Professional Experience:

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Catering Coordinator  
Bruegger's Bagels, Paris, TX  
August 2012 – Present

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### Responsibilities:

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- Assisted in detailing of food functions on resort property.
- Managed competitive set such as pricing structure and needs.
- Represented at special promotions and company events.
- Participated in trade shows, tourism and meeting planner events.
- Analyzed financial issues and documented sales files.
- Implemented booking of all events in assigned calendar.

Catering Coordinator  
McAlister's Corporation, Paris, TX  
May 2009 – July 2012

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### Responsibilities:

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- Participated in servicing of catering events and agreements.
  - Executed banquet orders and prepared function information sheets.
  - Assisted in site visits and documented sales department files.
  - Provided guidance during scheduling catering and food meetings.
  - Implemented billing procedures and analyzed departmental bookings.
  - Implemented distribution of contracts and mailing lists to team staff.
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### Education:

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Bachelor's Degree in Food & Beverage Services Management  
Athens State University, Athens, AL

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