
Catering Manager Resume

Job Objective

To secure a position with an expanding company as Catering Manager where my education and experience can be utilized to the fullest.

Highlights of Qualifications:

- Experience in providing optimal level of services for catering services
 - Sound knowledge of all food and beverage procedures
 - Operational knowledge of all computer programs
 - Ability to manage multiple tasks according to production schedule
 - Ability to multitask and prioritize work within required deadline
 - Ability to maintain confidentiality of all information
 - Amazing communication skills in both oral and written forms
 - Ability to interpret all complex information
 - Ability to provide assistance to all customers
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Professional Experience:

Catering Manager
Crowne Plaza Hotel, Houston, TX
October 2008 – Present

- Administered all catering functions from conceptualization of menu to implementation of same.
- Managed catering sales and operations for various facilities.
- Generated new business in coordination with existing and prospective clients.
- Provided required information to all departments and staff members.
- Monitored and provided response to all customer issues.
- Coordinated with chef and planned menus and specialty menus for various theme.
- Trained and assisted staff to complete all activities efficiently.

Catering Coordinator
Pyramid Hotel Group, Houston, TX
August 2003 – September 2008

- Assisted clients and managed all request information for various meetings.
 - Coordinated with hotel departments and analyzed all client and sales management requirements.
 - Maintained records of all new accounts and update same on Envision tracking system.
 - Developed and maintained professional relationships with all property personnel.
 - Ensured accuracy of all details on tracking systems and maintained record of all rate updates and contacts.
 - Participated in meetings for various catering orders and prepared minutes for same.
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Education:

Bachelor's Degree in Hospitality
Calvin College, Grand Rapids, MI

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