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## Catering Sales Manager Resume

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### Job Objective

To enhance my skills and further my career by filling the position of Catering Sales Manager in well-established organization.

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### Highlights of Qualifications:

- Experience in administering sales for all catering services and managing various fine dining restaurant and hotel
  - Operational knowledge of Microsoft Applications and Profit and Loss accounts
  - Deep knowledge of all catering and restaurant operations
  - Ability to write and interpret all instructions and memos
  - Ability to present promotional materials for all customers
  - Ability to manage catering contracts and calculate required figures
  - Ability to provide optimal level of customer services
  - Ability to resolve all catering issues effectively
  - Ability to manage multiple projects and prioritize work
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### Professional Experience:

Catering Sales Manager  
Interstate Hotels & Resorts, Red Oak, TX  
October 2008 – Present

- Administered and identified all prospective clients to facilitate banquet and catering sales.
- Developed menu and ensured optimal level of services for all projects.
- Developed marketing promotional materials and ensured its sending through mass mail to increase businesses.
- Developed and maintained professional relationship with convention sites.
- Assisted clients to select appropriate menu and installed required room.
- Collaborated with vendors to select appropriate menu for clients.
- Participated in all trade meeting and assisted to promote catering sales.

Catering Sales Coordinator  
Fairmont Hotels & Resorts, Red Oak, TX  
August 2003 – September 2008

- Coordinated with clients to book, select and provide cost of menu items.
  - Managed all catering meetings and associated events and prepared pricing for all such events.
  - Monitored equipments for rental and managed temporary staff for various projects.
  - Supervised food preparation and cleaning activities.
  - Inspected all sites for potential customers and prepared banquet sales.
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### Education:

Bachelor's Degree in Hospitality Management  
Lincoln University, Lincoln University, PA

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