
Catering Sales Manager Resume

Job Objective

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

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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