

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To obtain a Sales and Catering Coordinator position that leverages my extensive sales and hospitality experience, strong organizational skills, and attention to detail to support the successful planning and execution of events.

Experience

Catering Sales Manager - Company / Location

MONTH YEAR - Present

- Managing sales for catering events, coordinating with clients and vendors, and overseeing the logistics of events.
- Oversaw the sales and booking process for catering services, including understanding client needs and providing tailored proposals.
- Collaborated with clients to plan menus, select appropriate food and beverage options, and ensure a seamless catering experience.
- Built and maintained relationships with corporate clients, event planners, and venues to generate repeat business and referrals.
- Worked closely with internal teams, such as culinary staff and operations, to ensure the successful execution of catering events and provide exceptional customer service.

Wedding Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Planned and executed weddings, including coordinating with vendors, managing budgets, and ensuring the event ran smoothly.
- Assisted with budgeting and financial planning, helping couples allocate funds effectively and make informed decisions about wedding expenses.
- Coordinated and liaised with vendors such as caterers, florists, photographers, and musicians to ensure their services are aligned with the couple's preferences and timelines.
- Create detailed wedding day schedules, managed logistics, and oversaw the smooth execution of events, including the ceremony, reception, and any additional activities or traditions.
- Provided support and guidance to the couple and their families throughout the planning process, offering advice, recommendations, and solutions to any challenges that arise.

Project Experience

- Coordinated a high-profile corporate event:** Worked with a team of vendors to plan and execute a large-scale corporate event for 500 attendees.
- Managed a successful wedding event:** Oversaw all aspects, including venue selection, vendor coordination, budget management, and day-of-event coordination.

Education

Master of Business Administration - University of Nevada

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Hospitality and Tourism Management - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Budget management
- Communication
- Attention to detail
- Sales skills
- Event coordination skills

Licenses & Accreditations

Licenses & Accreditations

- Certified Special Events Professional (CSEP)
- Certified Meeting Professional (CMP)
- ServSafe Food Handler Certification