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## SKILLS

- client engagement
- project management
- quality assurance
- budget oversight
- staff training
- event logistics

## EDUCATION

**ASSOCIATE DEGREE IN CULINARY ARTS,  
LE CORDON BLEU**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Recognized as 'Employee of the Month' for exceptional service in 2022.
- Increased client retention by 15% through personalized service initiatives.
- Successfully executed a series of themed events, enhancing brand visibility.

# Michael Anderson

## CATERING OPERATIONS SUPERVISOR

Dynamic Catering Operations Manager with a strong foundation in the hospitality industry, recognized for delivering outstanding catering services in both corporate and private event settings. Expertise in client engagement and needs assessment ensures that each event is tailored to specific requirements, resulting in unparalleled satisfaction. Demonstrated ability to manage multiple projects simultaneously while maintaining a keen focus on quality and service excellence.

## EXPERIENCE

### CATERING OPERATIONS SUPERVISOR

Harmony Catering

2016 - Present

- Supervised day-to-day catering operations, ensuring adherence to service standards.
- Collaborated with clients to design custom menus that met their specific needs.
- Managed staffing schedules and assignments for over 100 events per year.
- Conducted training sessions for new staff on service protocols and food safety.
- Evaluated supplier performance, ensuring quality ingredients and timely delivery.
- Maintained accurate inventory records, optimizing stock levels to reduce waste.

### CATERING ASSISTANT

Gastronomy Group

2014 - 2016

- Assisted in the preparation and execution of various catering events.
- Supported event setup and breakdown, ensuring timely operations.
- Engaged with clients during events to ensure satisfaction and address concerns.
- Monitored food presentation and quality, adhering to brand standards.
- Participated in team meetings to discuss event feedback and improvements.
- Maintained cleanliness and organization in catering areas throughout events.