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## **EXPERTISE SKILLS**

- Event Management
- Client Relations
- Menu Customization
- Budgeting
- Team Leadership
- Vendor Management

## **LANGUAGES**

- English
- Spanish
- French

## **CERTIFICATION**

- Diploma in Culinary Arts, Le Cordon Bleu

## **REFERENCES**

### **John Smith**

Senior Manager, Tech Corp  
john.smith@email.com

### **Sarah Johnson**

Director, Innovation Labs  
sarah.j@email.com

### **Michael Brown**

VP Engineering, Solutions Inc  
mbrown@email.com

# MICHAEL ANDERSON

## CATERING MANAGER

Experienced Food and Beverage Manager with a strong background in catering and event management. Demonstrates exceptional organizational skills and a keen eye for detail, ensuring that every aspect of the dining experience meets the highest standards. Proficient in managing large-scale events, from corporate functions to weddings, with a focus on delivering tailored service to each client.

## **PROFESSIONAL EXPERIENCE**

### **Elite Events Co.**

*Mar 2018 - Present*

Catering Manager

- Directed catering operations for events hosting up to 500 guests.
- Developed customized menus based on client preferences and dietary restrictions.
- Negotiated contracts with suppliers to ensure the best pricing and quality.
- Managed a diverse team of culinary and service staff, providing ongoing training.
- Oversaw logistics for event setup and breakdown, ensuring smooth transitions.
- Maintained relationships with repeat clients, resulting in a 30% increase in bookings.

### **Grand Venue**

*Dec 2015 - Jan 2018*

Assistant Catering Coordinator

- Assisted in the planning and execution of high-profile events.
- Collaborated closely with chefs to design menu options that delight guests.
- Managed guest inquiries and provided detailed event information.
- Coordinated with vendors for timely delivery of services and supplies.
- Utilized event management software to track logistics and budgets.
- Led post-event evaluations to gather feedback and improve future services.

## **ACHIEVEMENTS**

- Successfully executed over 200 events with a satisfaction rating of 98%.
- Recognized for outstanding service at a national catering competition.
- Increased repeat business by 40% through exceptional client service.