

John Bergsen

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A Catering Sales Assistant with entry-Level experience specializing in customer service, hospitality, event planning, and logistics. Adept at coordinating logistics, menus, and food preparation to execute client catering events and ensure customer satisfaction.

Education

Bachelor of Science (B5.) Tourism & Hospitality Management

Temple University, Philadelphia, PA
September 2017 - May 2021

Key Skills

- ◆ Event Management
- ◆ Catering Services
- ◆ Strategic Selling
- ◆ Food & Beverage
- ◆ Salesforce

Certifications

- ◆ ServSafe Certification, 2020

Professional Experience

Catering Sales Assistant

Luigi's Catering Services, Philadelphia, PA | May 2021 - Present

- Coordinate catering orders valued at \$600-\$3K for small and Large events, fielded event inquiries to secure new business, and conducted follow-up calls with prospects
- Develop a portfolio of clients through inbound and outbound Leads, including networking, cold calling, referrals, and industry research
- Manage RFPs, contracts, and client accounts using Salesforce and Flex Catering software
- Coordinate with internal kitchen teams and catering servers to plan and execute events, including food preparation, transportation, and event setup

Catering Event Server

Dr. Blake Tennyson. MD, Springfield, OH 1 June 2020 - May 2021

- Delivered high-quality service for a variety of special events, including corporate luncheons, receptions, weddings, holiday parties, and company dinners
- Coordinated with servers, kitchen staff, and event planners to set up events, transport food, and breakdown equipment in a timely and efficient manner