

Charlotte Cardoza

512 Brewer Street, Hartford, CT 86106
charliecardoza@email.com
(860) 888-8888

Enthusiastic food service professional with a whatever-it-takes attitude and leadership experience, including during large events, and intimate knowledge of wines, cocktails, and alcohol safety. Expert in the Microsoft Office Suite and Adobe,

Education

Food Industry Management,
Bachelor of Arts
Arizona State University, Online,
September 2016 - June 2020

Key Skills

- Running multi-course meals
- Menu planning
- Microsoft Office Suite
- Supply management
- Inventory management
- Payroll processing and review
- Conflict resolution
- Strong verbal and written communication skills
- Supervising up to 10 staff at a time

Certifications

- ♦ ServSafe Food Manager 2019

Professional Experience

Catering Coordinator

Extreme Cuisine Catering, Hartford, CT | March 2019 - Present

- Employ scheduling software to schedule catering events and confirm with clients
- Coordinate and oversee event infrastructure, set-up, and breakdown
- Liaise and negotiate with vendors
- Oversee catering and kitchen staff
- ♦ Manage staff schedules for 15-20 employees
- ♦ Assist management with food and decor budget, and managing finances

Lead Banquet Server

Urban Taste, Springfield, MA | September 2016 - February 2019

- Prepared banquet check, double-checking for accuracy and making any additions needed
- Supervised all servers on the floor and managed service received by guests throughout each function assigned
- Inspected table place settings, including table linen, silverware, china, glass, and condiments for correct placement by servers and to ensure that each element is clean, undamaged, and attractive
- Prepared tables, action stations, buffets, service carts, dessert table/carts, and cordial carts
- ♦ Communicated additional meal requirements, allergies, dietary needs, and special requests to the kitchen

Banquet Server

Black Dog Catering, New Haven, CT | June 2013 - August 2015

- ♦ Ran food from the kitchen to the banquet hall on demand
- ♦ Assisted with food and table prep before the event begins
- Set up buffets with food presentation standards and practices in mind, ensuring safe food handling performance
- Served plated dinners to guests and respond to requests for beverages, appetizers, and other needs
- Opened wine and take drink orders