

# Rachel Stephan

Operations/Events Manager

Passionate, innovative and driven creator, designer and manager with proven track record of maximizing revenue and increasing sales with strong work ethic and unique drive for excellence and success



352.328.4925



Rachel.w.stephan@gmail.com



[mimiandchlodesigns.com](http://mimiandchlodesigns.com)



1 Arden Street Apt 602  
New York, United States

## Education

Bachelor of Arts, 2007  
Stetson University, Deland FL

## Expertise

- Adobe Illustrator, AutoCAD
- Quicken/Quickbooks
- POS: RPower, Micros, Aloha
- Management client accounts
- Event planning
- Menu design
- Knowledge of blueprints and construction
- Fluent in Spanish
- Carpentry

## Certifications:

NYC Food Protection Certification  
TIPS  
PMP NYU Candidate 2018

## Skills

Teamwork	.....
Creativity	.....
Reliability	.....
Problem Solving	.....
Organization	.....

## References

**Tracy Bayne**, GM AG Kitchen  
646.684.1971  
[tracybayne2@yahoo.com](mailto:tracybayne2@yahoo.com)

**Jackie Galerne**, GM Flavor Catering/  
Bistro Ten18  
917.972.1703  
[jgalerne18@gmail.com](mailto:jgalerne18@gmail.com)

## Management / Events

### Good Enough To Eat | Upper West Side, New York

*General Manager, The Restaurant Group | June 2017- present*

Manage all daily operations of 3 million dollar, 37-year neighborhood A-graded restaurant. Directly manage and support staff of 35+ employees. Responsible for hiring, payroll, scheduling, training of staff, inventory, budgeting and discipline. Launched new "throwback menus," which led directly to increase in sales (food and liquor) by 12%. Spearheaded new marketing of store to update aesthetic design and vintage appeal.

### The Restaurant Group | New York, NY

*Catering/ Events Manager | 2016 – present*

Responsible for organizing, planning and orchestrating parties and events for 3 staple restaurants in TRG, AG Kitchen, Amigos, good enough to eat. Create innovative designs catered to the clients' specifications. Responsible for drawing up contracts, staffing and managing events.

### Amigos Mexican Restaurant | Morningside Heights, New York

*General Manager, The Restaurant Group | Aug 2016- Dec 2017*

Managed supervision of daily operations of 1.2 million dollar restaurant. Responsible for training and supporting staff of 25. Increased sales by 33% in first 8 months. Tracked monetary variances and managed within budgetary constraints. Orchestrated incentives to motivate employees and cost-saving measures to boost ROI.

### Flavor Catering | New York, NY

*Catering/Events Manager | 2013 – 2016*

Managed supervision of all restaurant (Bistro Ten18) and catering staff. Dictated food, beverage and cocktail menus for all catering events. Directed all social media channels for business.

### GOTHAM Synchro: Synchronized Swimming | New York, NY

*Assistant Head Coach & Partnership Director | 2011 – 2015*

Responsible for coaching and training team of 25+ girls aged 6-18. Organized international synchronized swimming training camp to Spain. Developed social media presence.

## Design and Entrepreneurship

### Mimi & Chlo Designs | New York, NY

*Founder & Owner | 2011- present*

Create and design unique wooden furniture pieces, home accessories. Grew business with online e-commerce for ordering custom pieces. Designed website and developed social media presence. Showcased pieces at designer markets throughout greater NYC. Expanded staff to 2 additional paid carpenters.

## Volunteer and Leadership

### LILY- Life-force in Later Years | New York, NY

*Volunteer Community Events Coordinator | 2014 - present*

Served as Spanish-speaking liaison for Hispanic seniors and directed visitation efforts with volunteers. Organized and ran all catering and beverage for annual 300+ guest Gala at Columbia Univ. for 4 years.