

Charlotte Cardoza
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Profile

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.

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

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

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
- Inventory management
- Payroll processing and review
- Conflict resolution
- Strong verbal and written communication skills

Certifications

- ServSafe Food Manager 2019