

# 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 (B.S.)  
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 | 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