

ALLISON ROSENBERG

123 Bridge Street, Boston, MA 12345 allisonrosenberg@example.com (123) 456-7890

A Catering Manager with five years of experience within the hospitality industry, specializing in event management, team leadership, sales, and catering services. A proven track record of identifying opportunities to grow client accounts and close new business. Adept at leading catering teams to plan and execute special events with up to 400 attendees.

EDUCATION

BACHELOR OF SCIENCE (B.S.) TOURISM & HOSPITALITY

Boston College, Boston, MA,
September 2013 - May 2017

KEY SKILLS

- Account Management
- Catering Services
- Event Management
- Client Relations
- Hospitality Management

CERTIFICATIONS

- ServSafe Certification, 2017

PROFESSIONAL EXPERIENCE

CATERING MANAGER

Salvatore's Catering, Boston, MA
May 2019 – Present

- Manage, develop, and retain 40+ active client accounts for catering services valued at \$50K-\$150K, prospect new business, build client relationships, and identify opportunities to cross-sell services and maximize account profitability
- Coordinate with the Catering Director to develop territory strategy and marketing plans to exceed annual sales goals by 50%-130% YOY
- Lead teams of 15+ servers, event coordinators, and kitchen personnel to plan and execute specialty events with up to 400+ attendees, including company events and weddings

CATERING MANAGER

Elevate Catering Services,
Boston, MA
May 2017 – May 2019

- Served as the point of contact for 25+ active customer accounts valued at \$20K-\$50K, fielded inquiries, conducted prospecting to drive business, and coordinated planning and logistics variety of catering events with 150-200 attendees
- Oversee catering and event teams of up to 10 personnel, coordinated food supplies, event equipment, and decorations, and ensured high-quality service of food and beverages in compliance with dietary needs and restrictions