

## CHEF ASSISTANT

### Core Qualifications

MS Word (advance), MS Excel (intermediate), PowerPoint (intermediate), Mac OS

### Education and Training

May 2017

Bachelor of Science : Hospitality and Tourism Management University of Massachusetts 1/4 City , State Hospitality and Tourism Management  
3.99 4.0 Dean's List: All Semesters

### Work Experience

09/2016 to Current

Chef Assistant Company Name 1/4 City , State

- Ensure cleanliness of kitchen work stations and operate dish washing machinery.
- Assist chef in preparation and plating of meals for lunch and dinner services of up to 75 guests.
- Arrange the banquet area according to expected guest flow and type of event.
- Welcome customers and monitor flow between front and back-of-the-house operations.
- Manage team of 10-15 students and delegate preparation tasks to ensure a smooth lunch/dinner service Cape Cod Baseball League Bourne, MA.
- Public Relations Intern: Bourne Braves May- September (14' and 15').
- Managed social media presence on Twitter, Instagram and Facebook for the Bourne Braves - Created "Player Spotlights".
- Administered primary source of team funding- overseeing donation collections and raffle programs.
- Coordinated volunteers for CCBL All-Star Game to maximize merchandise sales and food and beverage output for approximately 10,000 attendees.

05/2016 to 01/2017

Property Operations Intern Company Name 1/4 City , State

- Inspect apartment homes on the market to assess whether company standards are being met, and communicate issues to the maintenance team, including follow up.
- Conduct weekly audits of parking, storage, and guest logs for a community with 407 apartments.
- Display an extremely high level of customer service handling daily resident concerns, service requests, questions etc.
- Independently organized resident events and maintained their budgets and marketing.
- Created the first ever "Puppy Pow Wow" for 52 resident dogs we had on property, which included contacting community businesses and securing sponsorships.
- Also worked extensively with Roche Brothers for the catering of a 600 person end-of-summer cook out.

05/2012 to 01/2016

Sales Associate Company Name 1/4 City , State

- Contributed to Wrentham's store being placed first in the district for sales associate credit card enrollments.

### Certifications

CVENT Certified, TIPS Certified.

### Interests

Delta Sigma Pi (Professional Business Fraternity) March 2015-Present • Participate in recruiting, fundraising, community service and professional events (March of Dimes "March for Babies", "Zumbathon" for Wounded Warrior Project, PopTab Fundraising for Ronald McDonald House) • Reinforce my professional skills through training and development opportunities, grow through various leadership platforms, and contribute to the community through service work HTM Career Day Board October 2015-Present • Served on the HTM Career Day planning board as the Facilities Director- monitoring the flow of the event floor and company satisfaction. Handled all company requests on the day of the event • Collaborated with the Career Day committee to fundraise and market Career Day. This included weekly organizational meetings Eta Sigma Delta Honor Society Fall 2015-Present • Selected to the only premier International Hospitality Management Honor Society (Chapter of Distinction 2015) • Serves as a means of uniting outstanding students for campus activities, fundraisers, and volunteer programs ("Not Bread Alone" Soup kitchen)

### Skills

budgets, credit, customer service, Inspect, MA, machinery, Mac OS, marketing, market, MS Excel, PowerPoint, MS Word, Public Relations, sales, type

### Additional Information

- HONORS AND ACTIVITIES Delta Sigma Pi (Professional Business Fraternity) March 2015-Present • Participate in recruiting, fundraising, community service and professional events (March of Dimes "March for Babies", "Zumbathon" for Wounded Warrior Project, PopTab Fundraising for Ronald McDonald House) • Reinforce my professional skills through training and development opportunities, grow through various leadership platforms, and contribute to the community through service work HTM Career Day Board October 2015-Present • Served on the HTM Career Day planning board as the Facilities Director- monitoring the flow of the event floor and company satisfaction. Handled all company requests on the day of the event • Collaborated with the Career Day committee to fundraise and market Career Day. This included weekly organizational meetings Eta Sigma Delta Honor Society Fall 2015-Present • Selected to the only premier International Hospitality Management Honor Society (Chapter of Distinction 2015) • Serves as a means of uniting outstanding students for campus activities, fundraisers, and volunteer programs ("Not Bread Alone" Soup kitchen)

