

Maxine Curry

Catering Sales Manager

AREAS OF EXPERTISE

Account saturation
Selling techniques
Maximising revenues
Service delivery
Event management
Guest service
Time management

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

CONTACT

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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A results oriented, entrepreneurial and self-motivating Catering Sales Manager who is an expert at prospecting for and closing sales. Maxine has a real sense of urgency when it comes to driving revenue and increasing profits. She has the ability to balance what a client wants with what her company has to offer. Aside from her marketing competencies she has a thorough understanding of the practices and procedures of the catering, food and hospitality industries. Right now she would like to join a company where she will have a chance to partner with other like-minded high energy professionals.

WORK EXPERIENCE

Company name – Location

CATERING SALES MANAGER Jun 2013 – Present
Responsible for communicating with and providing direction and supervision to the catering sales team.

Duties:

- Actively up-selling each business opportunity to maximize revenue.
- Attending management and sales meetings.
- Preparing contracts, reports, and other paperwork related to the sales of the catering department.
- Calculating figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ensuring the proper and prompt follow up on all sales opportunities.
- Participating fully as a member of the hotel's management team.
- Recording the progress of all sales enquiries and translating them into monthly reports.
- Directing the administrative and operational aspects of an event.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Driving customer and guest loyalty by delivering service excellence throughout each customer/guest experience.
- Assertive by nature and having a strong decision making ability.
- Having a "Yes I can" and "Do it now" attitude.
- Making every client interaction a profitable experience for the company.
- Have a long list of hospitality-related qualifications.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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