

Maxine Curry

Catering

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PERSONAL SUMMARY

Maxine has the proven experience and desire needed to achieve and exceed guest satisfaction. She can create mouth-watering, delicious and attractive food for all kinds of events, clients and tastes. As a true professional she will take cooking to the next level, be creative but also maintain high standards at all times. On a personal level she is a confident and outgoing individual who finds it easy to establish friendly relationships with colleagues and customers alike. She is able to deal with a wide range of people in a professional manner. Right now she would like to join a company that values its staff and can offer them exciting and challenging future career opportunities.



CAREER HISTORY

CATERING *Hotel Restaurant Company, Coventry* Sep 2014 - Present

Responsible for overseeing and managing all kitchen operations while ensuring that the restaurant's guests receive impeccable service and quality while they dine.

Duties:

- Monitoring food hygiene and safety standards, carrying out risk assessments and maintaining high standard.
- Travelling to and working at external venues when required to such as wedding parties, events and exhibitions.
- Working with chefs and kitchen staff to plan and organise the food and drink service on offer to customers.
- Supervising the kitchen and waiting staff and making sure that they fully understand their role and duties.
- Monitoring the quality of food, products and service provided by tasting and asking customers for their views.
- Coordinating and overseeing diverse types of tasks and duties being carried out in the kitchen area.
- Ensuring that members of staff correctly interpret and implement any instructions given to them whilst at work.

DUTY MANAGER *Marketing Company - Coventry* Jun 2012 - Sep 2014

TRAINEE MANAGER *Distribution Company - Leeds* Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Catering

- Extensive knowledge of catering, cooking, food hygiene (including HACCP), kitchen operations and hospitality.
- Possess own transport so able to travel to function, also willing to work evenings, weekends and holidays.
- Highly talented individual who has the drive needed to develop and succeed and who is naturally collaborative.
- Previous experience of working in hotels, restaurants, businesses, factory canteens and hospital and schools.
- Know all about hiring, training, supervising, monitoring and motivating permanent and casual catering staff.
- Setting budgets for a catering department or event & then monitor spending to ensure that it's not exceeded.

Personal

- Strong leadership and motivating skills including the ability to build solid relationships with customers and staff.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practice and Professional Conduct.
- Ability to think quickly, work in stressful circumstances, never get flustered and stay calm in emergencies.

ACADEMIC QUALIFICATIONS

<i>South East University</i>	<i>2006 - 2009</i>	Catering Degree
<i>North East College</i>	<i>2005 - 2006</i>	Diploma in Management
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Business Administration
<i>Sparkbrook College</i>	<i>2004 - 2005</i>	Diploma in Marketing
<i>Coventry School</i>	<i>2000 - 2004</i>	A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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