



Laura Blake

Event Catering Coordinator

Event catering coordinator delivering seamless dining experiences for large-scale events
Over 12 years of experience coordinating food service for weddings, corporate events, and private gatherings. Skilled in client communication and team management.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST

KEY SKILLS

- Budget management
- Event logistics planning
- Menu customization
- Staff supervision
- Vendor coordination

PROFESSIONAL EXPERIENCE

May 2015 - Present

Event Catering Coordinator | Elegant Affairs Catering | Chicago, IL

- Managed catering logistics for events with up to 1,000 guests, ensuring smooth operations
- Collaborated with clients to customize menus based on dietary preferences and event themes
- Supervised a team of over 20 catering staff to deliver high-quality service

August 2012 - April 2015

Catering Assistant | Grand Banquets | Chicago, IL

- Supported event setups, including food stations and seating arrangements
- Ensured timely delivery and presentation of meals during high-profile events

EDUCATION

Associate Degree in Hospitality Management

Chicago Community College, Chicago, IL | - Present