

Louse Rose / Position (212) 666 - 6666

Richard Cramer / Position (212) 777 - 7777

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Setup

Plating

Instagram

Pinterest

Hadoop

Guest Services

TensorFlow

**Events Assistant - Black Geese Entertainment**

February 2015 – December 2020

* Accountable for collecting menu orders from patrons and in some cases also serve meals and collect crockery and cutlery afterward
* Assists in the kitchen or dish areas
* Assist with the general table set up and, sanitation and clean up
* Transports all materials to and from the event area

**Events Assistant at HSBC**

February 2010 – January 2015

* Assist in organizing event details and client files
* Coordinate various services from third parties so that the facility and equipment are set up correctly, according to client requests
* Help with marketing efforts such as answering phone calls, meeting with customers, and creating marketing documents

**Events Assistant at Merchant Events Company**

February 2008 – January 2010

* Handle customers concerns or complaints and implement solutions.
* Sets up, decorates, and prepares serving and dining areas according to specific directions and layout plans established by the Events manager
* Prepare and plate food according to the caterer’s directions before serving

APRIL 2018

Hootsuite Medica Professional, Google Learning Academy, Online

CONNOR GREEN

EVENTS ASSISTANT

Recent culinary graduate with 3 years of part-time restaurant experience looking to apply confectionary skills as a Events Assistant with hopes to grow within the ABC events

E D U C A T I O N

JUNE 2020

Master’s Degree in Event Planning, Southern Methodist University, Winbrooks

C O N T A C T S

(212) 555 - 5555

email@email.com [www.yourwebsite.com](https://www.resumeviking.com/templates/word/) your location

W O R K

E X P E R I E N C E

E X P E R T I S

E

L A N G U A G E S

Fluent in English + German Conversation in Spanish

R E F E R E N C E S