

# Amber L. Bell

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## **Objective:**

Experienced event and hospitality manager seeking position within a dynamic organization focused on excellence.

## **Experience:**

### *The Center at Twenty Three Hundred*

**March 2013 – Present**

Bartender ~ Wine and Spirits.

Facility Supervision ~ Work closely with event staff to ensure a smooth flowing event.

Facility Set up and Breakdown ~ Following schematics or diagrams to set up event spaces.

### *The Crocker Art Museum {as contracted through The Supper Club}*

**May 2013 – Present**

Banquet Captain and server ~ Oversee and delegate responsibilities to internal support staff, Responsible for establishing, maintaining and scaling department policies and procedures, and management of staff. Attend departmental meetings with front of house and back of house teams. With extensive knowledge of sustainable and seasonal menus. Reports directly to the Director of Catering, Sales and Head Chef.

### *The Crocker Art Museum {as contracted through Culinary Specialist}*

**October 2010 – February 2011**

Lead Banquet Captain ~ Facilitate event packs and execution of events up to 1400 guests. Oversee and lead teams with up to 30 staff members along with maintaining the current event policies and procedures for the newly expanded Crocker Art Museum.

### *Culinary Specialist – {a division of Mulvaney's – Next Door at B&L}*

**May 2007 – April 2013**

Lead Banquet & Training Captain ~ Facilitate event packs and execution of events up to 1400 guests. Oversee and lead teams with up to 30 staff members. Oversee and delegate responsibilities to internal support staff, Responsible for establishing, maintaining and scaling department policies and procedures, vendor acquisition, negotiations, and management. Attend departmental meetings with front of house and back of house teams. Extensive knowledge of seasonal and sustainable menus as well wine and spirits. Proficient with POS, Squirrel and Open Table Systems. Reported directly to the Director of Catering and Special Events and Head Chef.

***References upon request***