

# SUSAN E. HUNTER

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## Profile

- ❖ Executive Chef with 20+ combined years of experience and specific expertise in the preparation of exceptional and elegantly presented cuisines for casual and upscale dining establishments and special/cultural catering events.
- ❖ Diverse culinary experience (California, Classic European, Ethnic, Vegetarian, Vegan & Raw Cuisines), extremely well versed in sustainable food service and green business practices.
- ❖ Comprehensive knowledge of all facets of the in-house food service business and outstanding communication and staff training/supervision skills.
- ❖ Extensive budget management and P&L reporting experience and consistent track record of streamlining operations and improving efficiency while reducing costs to meet financial goals.
- ❖ Innovative, efficient and organized, with proven ability to create positive, productive working environments, inviting dining atmospheres, and truly inspired fare.

## Professional Experience

### The International House, Univ. of California, Berkeley – Berkeley, CA (2009 – 2010)

#### Lead Chef

- Oversees kitchen management responsibilities for 500-seat student resident dining establishment, supervising preparation and production of 1,275+ meals per day.
- Develops menus in collaboration with management and students, incorporating a variety of specific dietary needs and preferences.
- Directs 10-15 staff, ensuring highest possible safety/quality standards are met.
- Assisted in hiring process, and trained 5 new staff members, improving individual skill sets by an average of 50%.
- Facilitated swift adoption of new menu management software, greatly improving order process, and implemented production systems to improve overall efficiency.

### Mills College, Bon Appetit Management Company – Oakland, CA (2007 – 2008)

#### Executive Chef

- Directed daily operations for 2,500-seat dining facilities and small retail food outlet, crafting menus with local themes and respect to sustainability and carbon impact.
- Oversaw catering responsibilities, provided expense analysis (labor, food, supplies, etc.), ensuring all financial goals were met.
- Excelled in the creation of appealing, high-quality fare for vegans and patrons with food allergies and other dietary restrictions.
- Trained, supervised 35-member staff (safety, menu planning/preparation).
- Maintained sole responsibility for menu planning, food costing and sourcing, ensuring highest quality of ingredients while adhering to strict budgetary restrictions.

### Delta Gamma Sorority, Univ. of California, Berkeley – Berkeley, CA (2002 – 2007)

#### House Director & Chef

- Concurrently executed duties of 2 full-time positions, met all requirements for both.
- Planned menus (3 meals/day, catered events for 100 to 200) for 68-member house.
- Supervised and trained 6-member rotating kitchen and dining staff, assigned duties to ensure optimal production and service efficiency.
- Established prerequisites for becoming a City of Berkeley “Green Business,” achieving Green Business status in 2004.
- Spearheaded monthly discussions with parents regarding house events, safety and fundraising; developed safety planning and disaster preparedness strategy.
- Facilitated house repairs and kitchen equipment upgrades, including native plant landscaping design project and painting of all interiors.

## Professional Experience, *continued*

### FileMaker, Inc., Bon Appetit Management Company – Santa Clara, CA (1999 – 2002)

#### Chef Manager

- Oversaw daily operations, catering and meal production for 200-seat casual dining café, managing 3-member staff to the highest possible standards for production, quality and customer service.
- Anticipating customer needs, initiated short- / long-range plans to allow for flexibility, and created establishment known for its warm, inviting atmosphere, precise timing, and exceptional, elegantly presented cuisine.
- Achieved 2001 BON APPETIT AWARD in the Progressive Category.
- Created a variety of enticing healthy food selections in a range of styles (Low Fat, Vegan, Weight Watchers, etc.) to satisfy sophisticated market and customer preferences.
- Developed creative, integrated marketing campaign (signage, menu themes, advertising) promoting superior ability to meet special dietary needs and fulfill last-minute requests.

### Susan E. Hunter Catering – Berkeley, CA (1994 – 1999)

#### Caterer, Owner, Chef

- Established highly regarded catering firm serving Berkeley/San Francisco area for private parties, corporate and cultural institutions.
- Known for consistently creative menus, exceptional cuisine and aesthetic excellence, grew business by an average of 5% per year by securing long-term clients SCOPUS TECHNOLOGIES, SEIBEL SYSTEMS, NORTH FACE, THE BERKELEY REPERTORY THEATER, PEET'S COFFEE & TEA, etc.

### The Women's Faculty Club, Univ. of California, Berkeley – Berkeley, CA (1987 – 1994)

#### Executive Chef

- Supervised all café, special events and catering for 100-seat upscale dining facility, including daily "seasonal best" menu preparation, budget management/P&L responsibilities, and development of culturally diverse 5-member staff.
- Established Club's reputation as hub for outstanding dining and cultural events

## Education

HAACP and F.A.C.T. (California State Board of Health) Certifications

Extensive Chef Training, Bon Appetit Management Co. – Berkeley, CA

Computer Training, Budget Preparation, Bon Appetit Management Co. – Berkeley, CA

Liberal Arts Coursework, Temple University – Philadelphia, PA

Culinary Study, Restaurant School, The Commissary Restaurant Group – Philadelphia, PA

Commercial Photography, Small Business, Hallmark Inst. of Photography – Turners Falls, MA

## Technical/Language Proficiency

Mac & PC Platforms, Microsoft Office Suite (Word, Excel, PowerPoint), FileMaker Database for Menu and Web Page Production, Intermediate Spanish.