

4/23 @ 2:00pm

# Cheryl D. Justus

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## **Career Objective:**

To obtain employment with a company that will utilize my experience, work ethic and professionalism.

## **Qualifications:**

- 25 years fine dining experience
- Excellent leadership skills
- Excellent communication skills
- Punctual and professional
- Good organizational skills
- Team player
- Works well under pressure
- Multi-task oriented

## **PROFESSIONAL EXPERIENCE:**

### **Catering Coordinator**

- Monitored high volume catering activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems
- Conferred with staff at a chosen event site to coordinate details
- Inspected event facilities to ensure that they conformed to customer needs
- Consulted with customers to determine objectives and requirements for catering events such as meetings, conferences, and conventions
- Met with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, as well as review administrative procedures and event progress
- Evaluated and selected providers of services according to customer needs
- Planned and developed catering, agendas and budgets
- Monitored food preparation methods, portion sizes, garnishing and presentation of food to ensure that food is prepared and presented in an acceptable manner
- Coordinated assignments of cooking personnel to ensure economical use of food and timely preparation

### **Fine Dining Server/Banquet Server**

- Checked with customers to ensure that they are enjoying their meals and took action to correct any problems
- Wrote patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff
- Prepared checks that itemize and total meal costs and sales taxes

- Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages
- Served food or beverages to patrons, while preparing specialty dishes at tables as required
- Presented menus to patrons and answer questions about menu items, making recommendations upon request
- Prepared hot, cold, and mixed drinks for patrons, and chilled bottles of wine

**Work History:**

**Catering Coordinator** -Bristol Farms

Newport Beach, CA 2001-2009

**Banquet Server** -Hyatt Alicante

Garden Grove, CA 1993-

2000

**Fine Dining Server**-The Beach House Restaurant

Laguna Beach, CA 1986-1992

References Available Upon Request