

**Letita Vernon**  
2411 Church Lane #15  
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## **Objective**

I am seeking a position in Catering - Food Service, where I can provide excellent customer service, and a memorable experience.

## **Qualifications**

My combined work experience reflects several years of customer service in the area of Catering/Food Service, in which I've held positions in all aspects. From these work experiences I have developed excellent customer service skills as well as a great work ethic, which includes being conscientious, very efficient, well organized, detail oriented, dependable and professional, both in appearance as well as attitude.

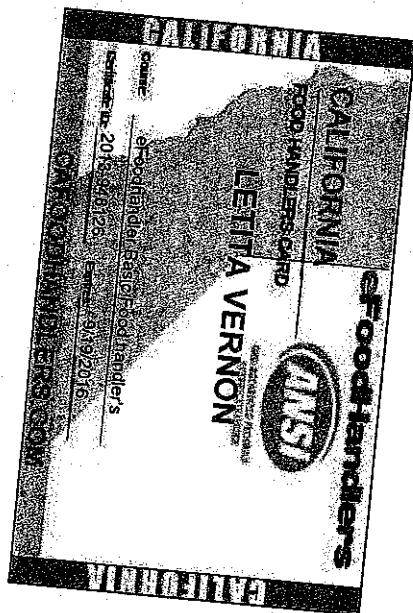
## **Job Duties/Skills**

- \*Trained catering team in proper service techniques and etiquette.
- \*Supervised all service set ups and accommodations for guest.
- \*Lead servers in services ranging from small lunch meetings, formal seated 5 course dinners, weddings receptions.
- \*Organized, delegated and executed catering teams of up to 30 people for events serving as many as 1200 guest.
- \*Developed and coordinated event themes/décor, food distribution and delivery.
- \*Handled and resolved customer concerns, complaints, to ensure satisfaction of service.
- \*Planned and prepared menus.
- \*Established standards for performance, scheduled staff, assigned duties.
- \*Performed quality checks, on set ups, and food preparation and presentation.
- \*Prepared and cooked food, maintained food, proper temps of food.
- \*Food preparation/production.
- \*Inventory and order food and supplies.
- \*Maintained equipment.
- \*Server, hostess, waitress, bus person.
- \*Planned and executed Weddings, Parties, Reunions and Special Events

## **\*FOOD HANDLERS CERTIFICATION**

## **Relevant Experience**

CATERING SERVER	The Party Staff	San Francisco, CA	9/2013 - 1/2014
DELI CLERK	Safeway	Berkeley, CA	9/2012 - 11/2013
CATERING SERVICE TRAINER	Aramark/Baylor University	Waco, TX	3/2009 - 8/2011
DELICOOK	United Grocery Store	Abilene, TX	7/2004 - 1/2005
BANQUET SERVER/ CAPTAIN	Ambassador Suites	Abilene, TX	2/2004 - 7/2004
BANQUET MANAGER	Regency Inn	Abilene, TX	7/2003 - 12/2003
HOSTESS /CASHIER/COOK	Captain's Crabhouse	Richmond, CA	10/1985 - 4/1986
COURTESY CLERK CASHIER	Lucky Stores	Richmond, CA	12/1982 - 9/1985
WAITRESS/COOK	Rich's Bulky Burger	Berkeley, CA	12/1981 - 12/1985
EVENT CATERER	Various Events	CA, TX	1980 - Present



Status: Open

### Certificate Information for VERNON, LETITA

Certificate Name: eFoodhandlers Basic Food Safety Course - (CALIFORNIA Version)

Customer Reference Number: 948126

Certificate ID: 2013-948126

Issue Date: 09/19/2013

Certificate Expires: 09/19/2016

Certificate Status: Open

Test Number: 2031

Test Score: 37

Fee Paid: \$20

Payment Reference: View Invoice under Login