

# Kelly Cunningham

## Externship

Dallas, TX 75218  
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214-723-8528

Inspiring Chef Extraordinaire encompassing 15 years of superb event coordination, line prep, grille, sauté cook within hospitality industry seeking an organization that can challenge and elevate my skills and experience to higher expectations.

## Work Experience

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### Externship

Massimo's Italian Bakery  
April 2016 to August 2016

### Line Cook / Prep Cook

Hard Rock Café - Atlanta, GA  
September 2014 to June 2015

- Ran all stations on the line
- Set-up & prep for special events
- Successfully prepared all menu items to company standards
- Executed all kitchen opening and closing duties
- Lead line cook for appetizers, sandwiches, salads, fry and desert station

### Event Coordinator / Banquet / Line Cook

Pure Image Entertainment - Atlanta, GA  
March 2011 to September 2014

- Developed large-scale productions such as LGBT Pride Week, Taste of Atlanta, and artist development and promotions.
- Established, calculated and provided clients with catering proposals to increasing event sales 14%
- Produced events to client satisfaction while maintaining budget constraints
- Liaison for venue, vendor and logistics providers
- Worked closely with various chefs preparing diverse menus

### Event Coordinator/Line Cook and Prep Cook

Uptown Restaurant and Lounge - Atlanta, GA  
August 2008 to March 2011

- Produced, managed and cooked for events in the entertainment industry, and local government officials
- Responsible for facilities equipment rental, food ordering and preparation, catering, signage, displays, audio-visual equipment, printing, security, parking and transportation companies
- Increased bookings by 25%

### Group Home Administrator

BrightStar Homes and Services - Atlanta, GA  
March 2007 to August 2008

- Effectively manage employees and daily operations of facility according to state guidelines
- Prepared meals to meet resident(s) nutritional plans
- Maintained all environmental needs for the site
- Medication distribution, progress notes, updated
- Maintained resident medical records and resident finance spend accounts
- Responsible for maintaining facility budget, monthly meetings with case managers and Day Hab Instructors

## Education

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### **Certification**

Le Cordon Bleu College of Culinary Arts Atlanta - Tucker, GA

August 2016

### **Bachelors of Science in Psychology**

Hampton University

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## Additional Information

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### **KEY SKILLS**

- Expert in front / back house functions
- Excellent organizations and planning skills
- Excellent management of complex issues creatively and effectively
- Excellent in culturally diverse staff / volunteer members
- Creative banquet design layout and equipment setups for special events
- Manage event parking and transportation