

# Leonardo Calle

Experienced professional with a background in event planning, customer service, and inventory management seeking a full-time position within the local community

Randolph, NJ  
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## EXPERIENCE

### **Event Planner, Artsi Studio LLC, Chester, NJ**

APRIL 2018- MARCH 2020

Planned Public and Private Events, Managed Staff

- Planned events for up to 120 guests
- Event logistics, set up and clean up
- Greeting guests and managing event flow
- Supervising studio staff
- Coordinating with event caterers

### **Freelance Private Chef, Metro New York, NJ**

AUGUST 2007 - PRESENT

Serving Private Families and Organizing Catered Events

- Supervising food preparation and managing staff
- Designing custom menus for clients' dietary needs
- Interacting with clients and their guests
- Maintaining a clean, safe, and orderly kitchen
- Coordinating with event vendors

## EDUCATION

### **The Institute of Culinary Education, New York, NY**

JANUARY 2007 - DECEMBER 2007

Completed culinary diploma program with internship at the Gramercy Tavern

## VOLUNTEERISM

### **City Harvest New York, NY**

Assisted with setup & food prep for Volunteer Bid Against Hunger event

### **Culinary Corps New Orleans, LA**

Provided outreach to underserved communities (school gardens, crisis kitchens, farmers' markets)

### **The James Beard House New York, NY**

Provided culinary assistance to visiting national and international chefs

## SKILLS & TECH

Time Management

Organizational Skills

Customer Service

Microsoft Office Suite

Google Drive

## LANGUAGES

Spanish

English