

KELLIE CORNELISON

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PROFESSIONAL OBJECTIVE

To obtain a mid level management position within the corporate, food service or hospitality industry that will allow me to utilize my experience, skills and educational background, as well as provide an environment that will allocate me to grow in new and existing areas.

HIGHLIGHTS OF QUALIFICATIONS

- Knowledgeable in all aspects and operations of food service and catering with strengths in higher educational settings, policies and procedures for inventory management, payroll and ordering
- Dexterous at handling multiple requests, multi-tasking with daily operations & performs well with deadlines
- Excellence in Microsoft Applications, Google applications, Compass Group OMS systems, POS systems & Internet
- Outstanding communication skills with importance on team involvement, awareness and training
- Enthusiastic, charismatic, creative, personable and willing to assume responsibility in job position
- Experienced in cash handling and credit card processing in corporate and food service settings

WORK EXPERIENCE

Compass Group, Gourmet Dining at Rider University

Lawrenceville, NJ

Catering Transition Assistant

06/2018 - Present

- Consults clients as to scope, expectations, setting, menu, collateral entertainment to have a successful and appropriate event within the client's budget
- Plans menus in consultation with the clients and chefs and negotiates individual vendor contracts
- Entering, updating and finalizing all catering orders into the online database for clients and providing the accurate information to all operations teams
- Assesses contract requirements and ensure satisfaction with the services delivered and resolves customer concerns and ensures timely customer payment

Compass Group, FLIK at Princeton Day School

Princeton, NJ

Catering Attendant

10/2017 - 06/2018

- Assembles and delivers all food and supplies for catered functions to their scheduled locations
- Management of catering function including arrangement of tables, decor, food, beverage and service items according to standards and cleanliness
- Stocks, cleans and maintains catering facility and equipment while maintaining a high level of customer service excellence with guests and associates
- Maintains in-depth knowledge of complete menu and products on hand. Follows safety and sanitation policy and procedures at all times and keeping a clean and safe work environment

Compass Group, Eurest at Bank of America

Hopewell, New Jersey

Assistant Manager

06/2016 - 04/2017

- Management of the food service operations in accordance with the approved budget while providing the client with the maximum value of their order
- Ensures the food offered to the client, customers and employees of the operation is of superior quality. Along with managing inventory controls, payroll, scheduling, quality control and safety auditing
- Maintaining excellent relationships with employees, guests and client, as well as, other departments within the operation

Compass Group, Eurest at Bank of America

Hopewell, New Jersey

Catering Lead & Lead Cashier

04/2015 - 04/2016

- Oversee day of execution of events including proper delivery of product, set-up and breakdown and direct the work of all event staff
- Development of the weekly schedules, based upon business levels with continuous daily updates as needed
- Responsible for ensuring the accuracy of all cash and credit operations and procedures including counting opening cash banks, creating daily deposits and preparing daily deposits for weekly pickup

Compass Group, FLIK at Merck World Headquarters

Whitehouse Station, New Jersey

Food Service Worker

07/2012 - 04/2015

- Food management and preparation with culinary team including continual review of the deli and salad bar stations
- Review of daily cash management procedures and cashiering as needed
- Delivering of all daily catering orders to the proper locations and providing accurate signage for the food items prepared

EDUCATION

Eurest, Management Training, Certification completion

04/2016 - 06/2016

Raritan Valley Community College, Sociology

02/2007 - 05/2008

CERTIFICATIONS

Food Allergies and Celiac Disease (03/2016)

New Jersey Workplace Safety (03/2016)

Nutrition Labeling, (05/2016)

OSHA Fire Prevention Certification, (07/2016)

References available upon request