

# Alexandrya Copertino

Catering Assistant

## Profile

Dedicated Catering Assistant with a strong work ethic and 1 year of experience providing exceptional service in various event settings. Skilled in food preparation, presentation, and maintaining a clean and organized work environment. Excellent teamwork and communication abilities, committed to exceeding client expectations and ensuring memorable events.

## Employment History

### Catering Assistant at Pukalani Catering, HI

May 2023 - Present

- Successfully managed food inventory for 50+ events, resulting in a 20% reduction in food waste and cost savings of over \$10,000 for Pukalani Catering, HI.
- Coordinated and executed catering services for a high-profile event with 500+ attendees, receiving exceptional feedback on service quality and contributing to a 15% increase in repeat business.
- Streamlined communication between the kitchen and front-of-house staff, reducing order errors by 25% and improving overall customer satisfaction ratings by 10%.
- Implemented a new training program for incoming Catering Assistants, increasing employee retention by 30% and reducing onboarding time by two weeks.

### Junior Catering Assistant at Kealoha Events, HI

Jul 2022 - Mar 2023

- Successfully managed the catering for a high-profile corporate event with over 500 guests, resulting in a 100% satisfaction rating from the client and securing a long-term partnership with their company.
- Coordinated and executed a seamless wedding reception for 250 guests, ensuring all dietary restrictions were met and contributing to a 30% increase in positive customer reviews for Kealoha Events during that quarter.
- Implemented a new inventory tracking system that reduced food waste by 20% and saved the company \$10,000 in annual costs, while also improving overall efficiency in the kitchen and event preparation process.

## Certificates

### ServSafe Food Handler Certification

Nov 2021

### Event Planning Certificate

Dec 2019

✉ [alexandrya.copertino@gmail.com](mailto:alexandrya.copertino@gmail.com)

☎ (988) 787-6196

📍 123 Aloha Street, Honolulu, HI 96815

## Education

### Diploma in Culinary Arts and Catering Management at Kapi'olani Community College, Honolulu, HI

Sep 2017 - May 2022

Relevant Coursework: Food preparation and presentation, culinary techniques, menu planning and design, event management, catering operations, food safety and sanitation, nutrition and dietary requirements, cost control and budgeting, and hospitality management.

## Links

[linkedin.com/in/alexandryacopertino](https://www.linkedin.com/in/alexandryacopertino)

## Skills

Food presentation

Menu planning

Inventory management

Sanitation protocols

Customer service

Time management

Allergen awareness

## Languages

English

Italian