

Michelle Liedtke

60 Fairbank Lane, Palm Coast, FL 32137
(702) 335-1293, Michelle_Liedtke@yahoo.com

Professional Profile

Career Objective

To obtain a position within a company where my computer and organizational skills as well as self-motivated attitude can be fully utilized and built upon while also offering the possibility for growth.

Personal Profile

Possesses the ability to execute a wide range of events from start to finish including prospecting new clients, conducting site inspections, drafting contracts and following through with food and beverage menu design, décor, staffing, and personally attending to every detail. In addition, the skills to run everyday operations of a high volume casual concept restaurant, proficient in front and back of house procedures.

Skills Summary

- P&L Accountability
- Cost/Profit Analysis on Event by Event Basis
- Design Training Guides & Workbooks
- Proficient in Microsoft Office Programs
- Community Service & Public Relations
- Inventory Control (food/retail/banquet supplies cost)
- Increased Event Sales by 15% and Charity Event Participation by 100%
- Increased Recurring Client Base by 50%
- Ensured 100% Guest Satisfaction
- Corporate Events & Full Venue Buy Outs
- Weddings & Social Events
- Full Understanding of all Aspects of Restaurant Functions
- Employee Hiring, Training, and Promoting
- Invoice Processing and Financial Record Keeping

Professional Experience

Compass Group, ExxonMobil Beaumont, TX (August 2012-August 2013)

- Office & Catering Manager - Coordinate Catering Events, Schedule Staff, Human Resources, Café Financials; Invoice Processing, Payroll, Cash Handling, Training, and Safety Regulations.

Hard Rock Café, Las Vegas Strip (September 2011-August 2012)

- Operations & Event Manager - prospecting clients, site inspections, BEO design, rental & décor, staffing, weekly event meetings, P&L Accountability, upselling menus, retail, and entertainment, on-site event execution, post event file reconciliation, event recaps.

Nobu Las Vegas, Hard Rock Hotel (September 2002-August 2011)

- Event Manager - Off & On-Site Events, Fine-Dining Server, Lead Host/Reservations, Weekly Florist, Office/Payroll/Human Resources Coordinator, Food Runner, Menu Design

Michelle Liedtke

702) 335-1293
60 Fairbank Lane Palm Coast, FL 32137

Michelle_Liedtke@yahoo.com

References:

- 1. Christabel Singleterry**
General Manager
Compass Group
713) 514-3243
Christabel.singleterry@compass-usa.com

Relationship: **General Manager at Compass Group from 2012 to 2013**
- 2. Joanne Takahashi**
Culinary Coordinator
Top Chef Production
917) 450-4532
joannet75@gmail.com

Relationship: **Former General Manager at Nobu Las Vegas from 1999 to 2009**
- 3. Bernadette Loweree**
Personal Chef
Adrian Peterson Minnesota Vikings
832) 545-4051
addaforkandknife@yahoo.com

Relationship: **Executive Chef Manager at Compass Group from 2012-2013**
- 4. Luis Decasas**
Independent Contractor
702) 808-6798
luishabana@aol.com

Relationship: **Assistant General Manager at Nobu Las Vegas from 2002-2010.**