



Catering Manager

Jennifer Parsons

Professional summary

Results-driven Catering Manager with over 11 years of experience managing large-scale events, corporate catering, and weddings. Proven ability to coordinate kitchen teams, manage budgets, and deliver high-quality, customized culinary experiences.

Experience

Catering Manager

April 2018 - Now

Great Performances Catering / New York, NY

- Lead catering operations for events ranging from intimate corporate lunches to weddings with over 500 guests.
- Collaborate with clients to customize menus, manage budgets, and ensure all dietary preferences are met.
- Successfully reduce operational costs by 15% through improved vendor negotiations and streamlined logistics.
- Managed catering for high-profile clients, including annual galas at Lincoln Center and The Metropolitan Museum of Art.

Catering Supervisor

May 2013 - March 2018

Union Square Events / New York, NY

- Oversaw daily operations for a large catering team, ensuring seamless service for corporate and private events.
- Assisted the catering manager in menu development and logistics planning for events of up to 1,000 guests.
- Developed and implemented staff training programs that improved service efficiency and reduced errors by 20%.
- Coordinated with suppliers to ensure timely delivery of high-quality ingredients for each event.

Key Projects

- **New York Fashion Week** – Managed catering for over 15 exclusive events with celebrity clients and international press.
- **Metropolitan Gala** – Spearheaded the catering logistics for the annual gala, managing a team of 50+ and serving 1,000 guests.

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📍 New York, NY

Education

Bachelor's Degree in Hospitality Management

Johnson & Wales University

Providence, RI

Graduated 2013

Skills

Event Planning & Logistics ◆◆◆◆◆

Budgeting & Cost Control ◆◆◆◆◆

Menu Customization ◆◆◆◆◆

Team Leadership ◆◆◆◆◆

Vendor Management ◆◆◆◆◆

Customer Service ◆◆◆◆◆

Courses

Food Protection Manager Certification

New York City Department of Health, 2021

Certified Professional in Catering and Events (CPCE)

National Association for Catering and Events, 2019