

VINCCI TSANG

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PROFILE | Client-driven, articulate expert in catering and managing events with 3+ years of experience. Able to take up multiple responsibilities as a communicator with organisational and time management skills to follow company standards.

EXPERIENCE | **Senior Catering & Events Executive, M'hotel Hong Kong**

Jun 2011 - Present

- Organised 50+ catering, food & beverage events annually for the hotel to assure quality, timeliness, and the highest level of presentation
- Coordinated with 5+ executive chefs to develop seasonal menus and programs that ensured the latest in menu trends and customer satisfaction
- Maintained monthly budgets, costing and performance tracking; assisted in developing and managing annual catering budget plan
- Demonstrated financial accountability in pre-costing menus and services to ensure proper and competitive market pricing
- Represented the hotel at 5+ social events monthly so as to enlarge network and build up reputation in local business community

ACHIEVEMENTS |

- Managed all facilities/operations for 50+ special events and functions annually with audiences of 100 to 1,000
- Planned and executed a 2-day special event for local celebrities attended by 1,000+ people and 50 press from local area and China region
- Liaised between dozens of external vendors, clients, and internal departments, overseeing all aspects of event setup and takedown

QUALIFICATIONS | **HKU School of Professional and Continuing Education, 2009-2011**

Advanced Diploma in M.I.C.E. and Event Management

SKILLS | Microsoft Office (Word, PowerPoint & Excel)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Fluent)

AVAILABILITY | One month's notice