

## AMY WONG

**SUMMARY** Flexible and capable catering professional with vast experience of 3+ years in the management of the design of creative menus and the preparation of food to satisfactory hygiene levels to be served to satisfy customers.

**EXPERIENCE** **Catering Supervisor, M'hotel Hong Kong**  
Jun 2012 - Present

- Managed 80+ catering, food & beverage functions annually with participants of 50 to 800; exceeded guest expectations through excellent service
- Performed weekly random checks on food quality, taste, texture and presentation to maintain the highest standard of catering service at all times
- Collaborated with 5+ executive chefs on special event menu design and was actively involved in planning and development of new catering projects
- Engaged in 30+ monthly business negotiations for top-class food supply by bargaining with 20+ local and overseas suppliers
- Led the inspection and evaluation of 5 kitchens in the hotel in the areas of food inventory, cleanliness, safety, meal preparation, etc

**Catering Supervisor, JV Oriental Hotel**  
Jun 2011 - Jun 2012

- Organised and managed 50+ catering, food & beverage functions and events annually to ensure quality, timeliness, and the highest level of presentation
- Coordinated with 8+ culinary staff to develop seasonal menus and programs that ensured the latest in menu trends and customer satisfaction
- Demonstrated financial accountability in pre-costing menus and catering service to ensure proper and competitive market pricing
- Maintained monthly budgets, costing and performance tracking; assisted in developing and managing annual catering budget plan

**EDUCATION** **HKU School of Professional and Continuing Education, 2008-2010**  
Diploma in Hospitality & Tourism Management

**SKILLS** Microsoft Office (Word, PowerPoint, Excel & Access)

**LANGUAGES** Cantonese (Native) | English (Proficient) | Mandarin (Proficient)