CAITLIN CARTER

(831) 261-9158 cartercait127@gmail.com

Salinas, CA http://www.linkedin.com/in/cartercaitlin

OVERVIEW

Sonoma State University graduate with a Bachelor of Science degree in Business Administration. Adventurously looking to build a relationship with a company where my customer service, leadership, organizational and creative skills will make me a valuable team player.

EDUCATION

B.S. Business Management
Sonoma State University, CA
2008-2012

Culinary Arts Degree
The Art Institute International
Kansas City 2013 - 2015

Court of Master Sommeliers
Introductory Level
January 2018

EXPERIENCE

STAVE WINE CELLAR - *Pebble Beach, CA* December 2017 - Current
Wine Sales Supervisor

- Assist General Manager achieve budgeted revenue goals, cost of sales and operational costs.
- Monitor Inventory and ensure accurate and timely inventory submissions to Accounting.
- Process all Purchase Orders, Invoices and Merchandise Arrivals.
- Maintain client database and relationships; collect and understand customers wine preferences.
- Resolve issues regarding sales, general operation and unsatisfied customers.

THE LODGE - *Pebble Beach, CA* May 2017 - September 2017
F & B Cost Control Analyst

- Audit monthly inventories to verify accuracy in all outlets.
- Weekly restaurant recipe verifications to ensure the kitchen is adhering to recipe standards.
- Coordinate Quals with Chefs to collaborate on new menu ideas to ensure food cost is within budget.
- Produce weekly reports utilized by upper management to track food cost throughout the resort.
- Consistently program all outlet POS terminal screens to reflect current menu offerings.

L'AUBERGE CARMEL - *Relais & Châteaux Carmel, CA* June 2016 - April 2017
Pastry Sous Chef

- Oversee and maintain quality standards that are set forth by the Executive Pastry Chef.
- Collaborate and execute new menu items to reflect seasonality.
- Plan and organize event schedules, menu products and inventory.
- Organize monthly cooking classes, create specialized menus for private parties and allergy restrictions.