RACHEL FONTAINE

CATERING SALES MANAGER

CONTACT

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New Orleans, LA

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SKILLS

- Catering Sales
- Hotel Sales
- Event Planning
- Banquet Event Orders
- Contract Negotiation
- Menu Pricing
- Microsoft Excel
- Microsoft Office
- Attention to Detail
- Communication Skills

EDUCATION

Bachelor of Science

12/2020

University of New Orleans

New Orleans, LA

Hospitality and Tourism Management

CERTIFICATES

Certified Professional in Catering and Events (CPCE)

10/2024

National Association for Catering and Events

SUMMARY

Catering sales manager with 5 years in hotel sales, booking weddings, galas and corporate events for a 320-room downtown hotel with 18,000 square feet of event space. Sold $3.4M in catering revenue in 2025, handles contract negotiation with planners, and turns every booking into accurate banquet event orders.

EXPERIENCE

Catering Sales Manager

06/2023 - Present

Magazine Street Grand Hotel — New Orleans, LA

Full-service downtown hotel with a 900-guest ballroom and 12 meeting rooms.

- Secure about **220** catered events a year, from 40-guest dinners to 900-guest galas, for $3.4M in 2025.
- Negotiate food and beverage minimums, room rental and contract terms with planners, holding average check at $92 a guest.
- Draft banquet event orders and review each one with chefs and banquet captains 2 weeks before the event.
- Grew repeat corporate accounts from 35 to 58 with quarterly site tours and menu tastings.

Catering Sales Coordinator

02/2021 - 05/2023

Lafitte Riverfront Hotel — New Orleans, LA

Riverfront hotel known for weddings and social events.

- Coordinated 300+ wedding and social events a year, from first tasting to final guest counts.
- Built event planning timelines, floor plans and menu pricing sheets in Microsoft Excel for a 3-person sales team.
- Responded to 50 catering leads a week within 4 hours, converting about 30% to site visits.