# Megan O'Connor

CATERING SERVER

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## SUMMARY

Catering server with 4 years in fine and casual dining, including 2 years of off-site catering in Greater Boston for weddings, corporate lunches and university receptions of 50 to 600 guests. Handles buffet setup and bar setup at new venues, delivers plated service and passed hors d'oeuvres, and packs equipment back on the truck on schedule.

## SKILLS

- Off-Site Catering
- Buffet Setup
- Plated Service
- Passed Hors d'Oeuvres
- Bar Setup
- Fine and Casual Dining
- POS System
- Food Safety
- Customer Service
- Sense of Urgency

## EXPERIENCE

**Catering Server** 04/2024 - Present

Harborline Catering Co. Boston, MA

*Off-premise caterer running 300 events a year at museums, offices and private estates.*

- Staff **5** events a week for 50 to 600 guests, from boxed corporate lunches to 4-course plated wedding dinners.
- Complete buffet setup, chafing dishes and bar stations at new venues within a 90-minute load-in window.
- Present passed hors d'oeuvres and explain ingredients and allergens to guests, serving 8 to 10 items per reception.
- Track china, glassware and rentals against the event checklist, returning 99% of inventory with no breakage claims.

**Server** 06/2023 - 03/2024

Newbury Corner Bistro Boston, MA

*90-seat French bistro open for lunch and dinner.*

- Served a 5-table section in fine and casual dining settings, averaging 45 guests per dinner shift.
- Entered orders and payments in the POS system, averaging $900 in sales per dinner shift.
- Described daily specials and wines by the glass, raising dessert and wine add-ons in the section by 15%.
- Opened and closed the dining room with side work, following the restaurant's food safety checklist.

**Host** 09/2022 - 05/2023

Seaport Fish House Boston, MA

*Part-time job during college at a 200-seat seafood restaurant.*

- Seated 350 guests on weekend nights and managed a 40-party waitlist with accurate wait quotes.
- Confirmed 60 reservations a day by phone and text, cutting no-shows by about 15%.
- Packed and checked takeout orders against tickets before handoff to delivery drivers.

## EDUCATION

**Associate of Science** 05/2024

Bunker Hill Community College Boston, MA

Hospitality Management

## CERTIFICATES

**ServSafe Food Handler**

National Restaurant Association

2023

**TIPS On-Premise Certification**

Health Communications, Inc.

2024