



**Energetic, versatile, and innovative chef** with an impressive background directing multifaceted culinary operations, controlling costs, and enhancing quality and guest satisfaction. Savvy, award-winning entrepreneur with exceptional business, hospitality, and financial acumen and strengths in training, budgeting, strategic planning, and business development. Respected leader. Richly diverse culinary repertoire. Calm under pressure.

## AREAS OF EXPERTISE

Staff Training & Development ▪ Brand Building & Reputation Enhancement ▪ Event Planning /Management ▪ Catering  
Customer Service ▪ Business & Hospitality Management ▪ Menu Development ▪ Networking ▪ Budgeting ▪ Food/Labor Costs  
Quality Control ▪ Vendor Relations & Negotiations ▪ Team Building ▪ Health-Code Compliance ▪ Communication ▪ Inventory Control

## PROFESSIONAL EXPERIENCE

### SOLE PROPRIETOR | Durazzo and Friends | 2012 – Present

*Built an event planning, catering, and personal chef business from the ground up. Prepares customized menus, provides delivery services, and coordinates logistics from initial concept to execution for large-scale events with **500+** attendees. Works closely with vendors and business associates, and enthusiastically engages with customers to ensure optimal dining experiences.*

- ▶ Single-handedly organized local catering pop-ups and events, planning customized menus and executing logistics within specified budget and timelines. Ensured strict adherence to food service and sanitation regulations.
- ▶ Trained and supervised staff in food preparation, cooking, and service best-practices to expedite delivery.
- ▶ Bridged communications with local suppliers, gaining new catering opportunities and increasing word-of-mouth exposure.

### ASSISTANT TEACHER/PREP COOK | The Dynamite Shop | 2019

*Provided culinary instruction to students ages 8-14, including classic culinary techniques, healthy cuisine preparation, food safety and sanitation skills. Provided feedback and encouraged students to experiment with spices and flavors to stimulate creativity and develop palates. Designed recipes, sourced and prepared ingredients, and maintained cleanliness of kitchen and food storage areas.*

- ▶ Provided owner with fresh new menu concepts while supporting kitchen manager with daily food preparation activities.
- ▶ Organized and executed prep list to ensure set-up accuracy and timeliness, creating popular café food selections for the customer base. Delivered positive customer relations through courteous service and consummate professionalism.
- ▶ Served in role as assistant teacher for after-school program, instructing and monitoring students in food preparation techniques, ingredient selections, and safety standards. Provided students key tools in developing healthy cooking skills.

### CHEF DE CUISINE | Folksbier Brauerei | 2017 – 2018

*Balanced excellent cooking skills, analytical decision-making, and managerial leadership abilities to create and implement culinary structure and standards for brewery tasting room. Directed all aspects of commissary production, safety, sanitation, event execution, and quality assurance. Managed food sourcing, seasonal menu creation, food prep, storage, cooking, and presentation.*

- ▶ Ensured customer satisfaction and loyalty through efficient leadership; developed menu items, partnered and negotiated with suppliers, completed food prep, monitored daily orders, and monitored and replenished kitchen inventory.
- ▶ Created budgets for all food channels while holding accountability for profits and losses (P&L).
- ▶ Partnered with front-of-house staff to expedite service to meet and exceed customer expectations.



## PROFESSIONAL EXPERIENCE, CONTINUED

### LINE/PREP COOK | Mile End Delicatessen | 2010 – 2011

*Gained valuable industry experience in preparing and delivering a high volume of top-quality food orders, working efficiently and calmly while keeping up pace within extremely high-pressure environments.*

- ▶ Conceptualized and developed fresh new dishes utilizing provided ingredients or excess product while preparing and serving current menu recipes for startup restaurant. Opened kitchen and coordinated FOH and BOH staff.
- ▶ Shared recipe tips and provided culinary techniques to customers to promote positive customer relations.

## ADDITIONAL EXPERIENCE

### DEPUTY DIRECTOR, REVENUE BUDGET | New York City Department of Information Technology and Communications | 2016

*Directed planning and execution of all revenue budget program initiatives, providing oversight on budget administration and revenue disbursement activities. Prepared and submitted comprehensive analytical report for senior leadership review. Provided training and daily direction to staff, monitoring and adjusting workflows to drive efficiency and accuracy. Provided resolution to escalated issues.*

- ▶ Trained staff in operational processes, including use of government Financial Management System and financial activity monitoring. Modernized existing database and provided periodic oversight reports to ensure accurate revenue tracking.
- ▶ Trained team of analysts to successfully support HRA Build it Back Program Grant initiative. Partnered with Project Manager to optimize staff performance and ensure adherence to strict deadlines.
- ▶ Managed day-to-day operations, tracking grant funds and expenses to ensure proper tracking and claim procedures; reviewed contractual funding and encumbrance requests to pinpoint and resolve spending issues.
- ▶ Tasked with maintaining expense budget, diligently prepared budget modifications and spending plans, and verified proper receipt and deposit of all incoming revenues.

### UNIT HEAD, FINANCIAL/PERSONNEL PLANNING/BUDGET PUBLICATIONS | New York City Office of Management | 2004 - 2016

*Selected to train and mentor new hires in proper protocols, tasks, and timelines of city central budgeting system. Built reputation as a trusted advisor on a broad range of budgeting and reporting activities. Conducted individual and group coaching with staff to improve individual skills. Provided critical analysis on spending plans, variance, and surplus requirements.*

- ▶ Delivered in-depth training to new budget analysts on proper use of city financial management system; monitored staff performance and provided period oversight reports to certify adherence to all deadlines.
- ▶ Bridged communications with Agency analysts city-wide, providing training and assistance with technical accounting and software tasks. Facilitated timely publication of city mandated reports for all Mayoral press conferences.
- ▶ Coded and designed financial reports, migrating and customizing within Excel and Access to create user-friendly reporting tools and processes. Elevated data transparency and accessibility for senior leadership.

## EDUCATION, CERTIFICATION & ACCOLADES

**B.S., Business Administration (Concentration: Finance)** • Wagner College

**Diploma, Culinary & Restaurant Management** (*in progress*) • Institute of Culinary Education • *April 2021*

**Certificate:** Essentials of Italian Cooking • NYC Italian Culinary Academy

**Certified ServSafe Food Protection Manager | ServSafe Food Handler**

**NYC Food Handler's License**