

MARCLYNN SONNIER

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📍 Atlanta, GA 30324

SKILLS

- Portion control
- Inventory management
- Staff supervision
- Menu development
- Kitchen staff coordination
- Recruitment
- Budgeting
- Cost controls
- Project organization
- MS Office
- Problem resolution
- Relationship development

EDUCATION

Texas Southern University
Houston, TX • 05/2012

B.A: Health Administration

PROFESSIONAL SUMMARY

Background includes improving performance, reducing costs and eliminating waste to maximize profitability of food service operations. Strategic planner with superior communication and problem-solving abilities.

WORK HISTORY

The Assemblage - Director

Manhattan, NY • 04/2019 - 04/2020

- Maintained sound financial footing by overseeing department profit, loss and budgeting.
- Worked with qualified chef to diversify menu with new offerings.
- Planned operations to effectively cover all needs while controlling costs and maximizing service.
- Delivered in-depth training to workers in food preparation and customer-facing roles to promote strong team performance.
- Continuously evaluated business operations to effectively align workflows for optimal area coverage and customer satisfaction.
- Spearheaded regular maintenance and repair operations to keep building and equipment in peak condition.
- Set and enforced performance and service standards to keep consistent, high-quality environment devoted to customer satisfaction.
- Protected business, team members and customers by monitoring alcohol consumption and keeping operation in line with legal service requirements.
- Purchased food and cultivated strong vendor relationships.
- Verified prepared food met all standards for quality and quantity before serving to customers.
- Limited portion sizes and used garnishes to control food costs.
- Reviewed pricing and ordered food ingredients, kitchen

- appliances and supplies.
- Maintained kitchen cleanliness and sanitation through correct procedures and scheduled cleaning of surfaces and equipment.
- Maintained high standards of food quality by reviewing shipments, overseeing preparation and monitoring food safety.
- Trained staff on proper cooking procedures as well as safety regulations and productivity strategies.
- Helped general management develop prices based on inventory costs and portion sizes.

Peaches - General Manager/ Catering Manager

Brooklyn, NY . 10/2015 - 04/2019

- Delivered business strategy and developed systems and procedures to improve operational quality and team efficiency
- Organized budgets, oversaw P&Ls and achieved margin targets consistently to stay on track with growth plans.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Developed value-added solutions and approaches by leveraging trends in customer marketplaces and industries.
- Improved brand awareness by monitoring all marketing campaigns and fostering membership acquisitions and business development.
- Developed effective business plans to align strategic decisions with long-term objectives.
- Boosted productivity by consolidating material planning, data collecting, payroll and accounting programs into one main system.
- Enhanced operational success through effective staffing, strong training, adherence to safety regulations and well-timed customer service.
- Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.
- Supported regulatory compliance by overseeing all audits to verify protocol adherence.
- Reduced corporate risk by managing shrink processes and controlling inventory levels.
- Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
- Increased revenue streams by reducing costs, managing

schedules and performing variance and risk analysis to implement corrective actions.

Red Farm - General Manager

New York, NY . 06/2013 - 10/2015

- Organized budgets, oversaw P&Ls and achieved margin targets consistently to stay on track with growth plans.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Delivered business strategy and developed systems and procedures to improve operational quality and team efficiency
- Developed value-added solutions and approaches by leveraging trends in customer marketplaces and industries.
- Enforced quality assurance protocols to deliver ideal customer experiences.
- Increased revenue streams by reducing costs, managing schedules and performing variance and risk analysis to implement corrective actions.
- Led company to successful product launch and growth by developing initial product roadmap and go-to-market strategy.
- Supported regulatory compliance by overseeing all audits to verify protocol adherence.
- Drove year-over-year business growth while leading operations, strategic vision and long-range planning.
- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.
- Designed modern employee recognition program which boosted productivity and improved morale.
- Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.

Triple Services - Admin Assistant

Houston, TX . 09/2009 - 12/2011

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable.
- Composed internal memos and external correspondence for senior management and reviewed all documentation

to eliminate errors.

- Created PowerPoint presentations for business development purposes.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
- Maintained staff directory and company policy handbook for human resources department.
- Arranged rapid office equipment repair and maintenance with vendors.
- Executed record filing system to improve document organization and management.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and greeting visitors.