



JUAN OVERTON

Country of Origin: USA

Profile

Proven administrative and culinary professional who leads by example and effectively demonstrates a commitment to excellence. Excels in a dynamic, fast-paced, team environment. Positively impacts household service standard, efficiency, and tranquility.

Summary of Qualifications

- Business savvy with superior critical thinking and interpersonal communication skills
- Resourceful, hands-on, multi-property house manager with an observant eye and dedication to detail
- Ability to prioritize and execute multiple objectives while simultaneously maintaining a harmonious environment
- Household project management including construction, forecasting completion dates, and scheduling routine maintenance
- Cooking techniques including baking, braising, grilling, poaching, pressure-cooking, roasting, sautéing, and steaming
- Menu planning and execution to create exceptional cuisine that is nutritionally balanced, pleasing to the eye and palate
- Baking and dessert techniques using whole grain flours, natural sweeteners, as well as alternatives to eggs and dairy
- Detail and preservation of automobiles and chauffeur responsibilities including children and others as requested
- Party and event management expertise for intimate social and professional gatherings
- Technical proficiencies include MS Office, Mac OS, social media, security, and vehicle navigation systems

2012-present

Private Family

Chef

McLean, VA

- Develop menu, plan, shop and prepare weekly menus for daily meals, occasional cocktail parties and formal dinners
- Planning and execution of "heart healthy" cuisine that is nutritionally balanced with occasional wine pairing
- Health supportive cooking techniques including baking, braising, grilling, poaching, pressure-cooking, roasting, and steaming
- Party and event management for intimate social and professional gatherings.
- Formal Table Service
- Serve, clear dinner table, wash dishes, and fill-in as necessary to support additional household staff
- Prepare and deliver meals to various locations when health restrictive guidelines cannot be met by the venue
- Work a flexible schedule around holidays, weekends, and special events to accommodate family needs
- Clean and organize kitchen and pantry/storage areas
- Assist household manager as needed or requested

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2009-2012

Dr. Melba Taylor
Chef/House Manager

New York, New York

- Planned, shopped and prepared weekly menus for daily meals, occasional cocktail parties and small formal dinners
- Managed all household cleaning responsibilities including laundry, windows, routine and deep detailed cleaning
- Coordinated vendor deliveries, service calls, and contractor work to ensure a harmonious environment
- Managed day-to-day personal affairs and complete errands as necessary
- Screened calls, responded to inquiries and followed up on requests
- Composed business and personal travel arrangements including car services to and from airports and train terminals
- Researched information/solicited bids & presented options for personal and household purchases/repairs
- Supervised contractors and vendors during home visits for repairs and maintenance
- Coordinated itineraries and scheduled meetings for The Medical Root's Project, Dr. Taylor's non-profit organization
- Cleaned and scheduled routine car maintenance with chauffeur responsibilities

2004-2009

Williams-Sonoma, Incorporated
Culinary Manager

New York, New York

- Supervised staff of eight and managed culinary program budget of a "corporate flagship" generating 10M in annual sales
- Analyzed profitability data to forecast budgets and identified opportunities to maximize revenue growth from all profit centers
- Developed action plan and implementation strategy to maximize profitability of the culinary curriculum for all district stores
- Coordinated implementation of culinary initiatives with internal departments to ensure simultaneous district execution
- Provided cost analysis and profitability reports for cooking classes, technique classes and daily demonstrations
- Developed and maintained relationships with local farms for procurement of fresh produce, minimizing overhead cost
- Planned, coordinated, and executed menus for corporate events while leveraging vendor relationships to maximize budget
- Prepared and styled food for in-store displays, celebrity chef book signings, and press events hosted by the company
- Managed daily steward responsibilities of food and equipment including inventory levels, ordering/purchasing, cost controls
- Planned, coordinated, and executed district staff trainings of new merchandise and provided feedback to corporate office

1997-2002

American Express – Business Travel
Coordinator – Major Accounts

Rolling Meadows, IL

- Supervised ticket packaging staff of six which included hiring and training according to office requirements
- Managed day-to-day business and personal affairs for 2 Senior VP's to optimize efficiency and productivity
- Screened calls, responding to inquiries and following up on requests for information
- Identified, prioritized and proactively obtained information needed to complete critical tasks
- Maintained filing systems and P&L spreadsheets while developing strategies for controlling expenses
- Arranged travel itineraries, including multi-leg trips and international travel
- Prepared meeting agendas, took minutes, and disseminated information to staff
- Coordinated supply orders and facility moves for multiple departments
- Conceptualized gift basket themes, packaged and managed the shipping/delivery process to ensure timely delivery
- Provided extensive follow-up with preferred accounts to retain brand loyalty

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Education & Training

2004-2005

The Natural Gourmet Institute For Health & Culinary Arts

New York, New York

Accredited by ACCET, 619 hour Professional Chef Training Program

Training encompassed meal planning, budgeting, preparation, and plating of food for "public dinners" serving 75-1250 people. Assisted chef instructors with basic cooking techniques for classes offered to the public. As an honored student, selected to prepare and style food for noted press events.

The James Beard Foundation

New York, New York

Assisted the following renowned chefs with the preparation and plating of 5 – 10 course meals serving 125 of the foundation's distinguished members and guests per seating.

- Kevin Dundon of Dunbrody Country House Hotel & Restaurant, Arthurstown, New Ross, co. Wexford, Ireland
- Mehrdad Dabir of Metropolitan Club, San Francisco, CA
- Christopher Covelli and Peter Garza of Toque, Sarasota, FL
- Chris Cosentino of Incanto, San Francisco, CA
- Todd Gray of Equinox, Washington D.C.
- Frederic Filliodeau of Signatures & Chef/Instructor of The Le Cordon Blue Academy, Ottawa, Ontario
- Nicolas Bernarde, Master Pastry Chef/Instructor of The Le Cordon Blue Academy, Paris France

New York State Department of Health

New York, New York

Completed Food Protection Certificate

Training encompassed learning safety guidelines regarding food storage, handling, and preparation and state sanitation standards, and identifying Hazard Analysis Critical Control Point (HACCP).

Community Service

- Volunteer Chef for Boomers and Beyond at St. Ignatius Loyola New York, New York
- Volunteer Chef for St. Vincent de Paul Soup Kitchen New York, New York