



## 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**

McLean, VA

*Chef*

- 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

## JUAN OVERTON

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 efficiently 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 Filliudeau 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
- Volunteer Chef for St. Vincent de Paul Soup Kitchen

New York, New York

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