

Edward Nowakowski  
CEMC – Maitre d' – CFBE



Quality \*\* Commitment \*\* Dependability



Chocolate Volcano



Chocolate Turkey



Christmas Yule Log



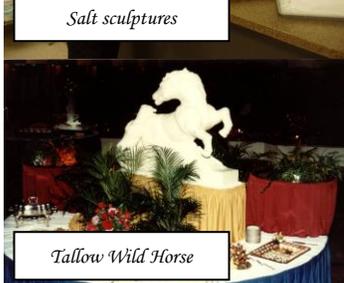
Poached Salmon & Sushi



Female Greek Statue



Salt sculptures



Tallow Wild Horse

Dear Director of Recruitments

May 17, 2015

Please accept this letter as an introduction letter for possible position in your Food & Beverage department. My resume will follow per your request for your review and consideration, and I believe you will find me well qualified for any F&B position at your organization. I just relocated back to Brooklyn, New York, from Memphis, TN. My reason for relocation is after losing my wife to the horrible disease Cancer, I had no family there, I had good job, great reputation but my closest family was 17 hr. away by car.

**Let me introduce myself.**

My name is Edward Nowakowski. I'm a European Master Chef and Certified Food and Beverage Executive, born in Austria and educated in Europe, mainly in Poland with apprenticeships in the former East Berlin and Lyon.

After many years' of my career I still have a passion for Food & Beverage service. Working with other chefs is my privilege, perhaps to be a mentor to other F&B employees, sharing my vast knowledge.

For me, it is not necessary to hold primary key position, secondary or assistant will be fine. I will fulfill my obligation to the fullest, no matter the position as long as that is in the F&B Service field.

Any possible sub-department of Food & Beverage is well known to me. I would be a great addition to your F&B crew, bringing some excitement, positive attitude and monitoring guests satisfaction.

My incredible culinary history includes hotel-restaurant school in Poland, and apprenticeships in other European Countries. Since arriving in the U.S., I've worked for many major brand hotels, such as the Four Seasons Hotel, the Registry, and Hyatt, Marriott and Hilton Hotels.

Believe me it is not so comfortable for me to brag about myself, but really those are the facts supported by my executive committee fellow members with whom I was working for 13 years in the same place. Their statements and contacts are on the following page. I possess a strong personal work ethic; am self-motivated, analytical, and understand my position honestly and straightforward. I maintain the highest personal and professional ethics; am willing to stand for and do what is right, I possess a business judgment, and common sense; I have a history of solid suggestions and decisions; and am sought out by others for advice and counsel. My proven longevity (last job 13 yr.) proves my ability to deal with different circumstances and pressure on the job, pulling the situation into the "sunny days".

My ability to be forceful but diplomatic; my ability to gain the trust of other parties; to demonstrate leadership; and to be appropriately assertive and direct are proven. I relate well to people within and outside of the organization. I maintain a work style that develops rapport, listens, builds constructive and effective relationships, uses diplomacy and tact. My style that commands immediate credibility by being not only knowledgeable in technical subject matters, but also by treating people with dignity and respect, will certainly catch the interest of my peers. I lead by example, maintain the highest level of professionalism, integrity, and sound work habits.

I can assure you, that if you hire me you will gain a package of high levels of satisfaction and commitment.

**My last place of employment:**

Wilson Conference Center at The University of Memphis, Chef/Director of F&B Services (13 years) managing full service Hotel and Fogelman Executive Conference Center at The University of Memphis with \$4ml annual food sale, servicing all functions; part of 2000 Intercontinental Hotels Group, since opening in 2002 every year winning torchbearer award, 2006 Chef/F&B Director awarded as a Star of the Industry, 2007 Hotel awarded with 3 highest F&B awards (Best for breakfast, Room service on time, Excellence of Service) 2008 Chef of the year awarded by ACF local chapter, 2009 Chef/F&B Director awarded by IHG "Best of the Bests".

Excellent place for Externship, considering the chef's (member of The Culinary Institute of America's Externship Program.) ability to provide high profile training in all areas of culinary classics; pastry, ice carving, salt sculpturing and other culinary arts. We train candidates in all areas of the kitchen operation, pastry, garde manger, breakfast line cook, etc.

Edward Nowakowski 28 Herbert Street Brooklyn, NY 11222.

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**My responsibilities as a Chef/Food & Beverage Director.**

Supervised food and beverage employees which includes the hiring, training, scheduling, coaching and evaluating all kitchen, restaurant, lounge and banquet service employees. Maintain high standards of food and beverage and guest service quality while achieving budget revenues, maintaining expenses, and maximizing profitability related to the food and beverage departments. Developed short and long term financial and operational plans for the food and beverage departments which support the overall objectives of the hotel. Participated in the preparation of the hotel annual budget. Maintained inventory control procedures.

Handled guest complaints. Completed and distributed daily, weekly and month-end reports. Required to serve as MOD on a rotating schedule.

**If you want to know me better: (That's the commendation and comment of my executive committee peers)  
Yes you can call. 901-678-4046 or 901-678-4993**

**1.) Sets and Achieves Aggressive Performance Goals:** Food & Beverage Director and Chef, Edward Nowakowski possesses a favorable blend of culinary skills, people skills and business acumen. For nine years he has come to the planning table with challenging goals in all areas of his food and beverage operation and our statistical data supports his aspirations. For nine years he has achieved 4.7 of 5.0 in every department under his management on our in-house guest satisfaction surveys. His Food & Beverage operation is a major contributor to the hotel's total revenue at 50%. He is instrumental in helping our hotel achieve a 12 month rolling an OSAI score of 94.65.

**2.) Commitment to Team Goals:** Edward is a problem solver and a doer. When the sales department could not afford the CAD floor plan software, he went to his computer and developed his own. He does not work in a vacuum or on a protective departmental basis. To secure rooms revenue, he will make and donate an ice carving for groups that are small on the catering side but big on the room side. He understands that all revenue is good revenue, not just catering revenue.

**3) Responds and Develops Solutions:** Edward is not only our Food and Beverage Director, but also serves as our Executive Chef. Chef Edward on numerous occasions, without notice will do a "Superman Quick Change" out of his business suit and into his Chef whites to meet with a catering client and give them the full treatment. Our Catering Managers love him. He will develop and price custom menus without complaint. He gives full tours of the hotel on nights and weekends if the sales and catering people are not on property. We don't know how, but Chef Edward just "does it" - whatever "it" happens to be.

**4.) Works with Colleagues:** Edward knows it takes a team to run a hotel. He does not draw departmental lines. He cares about the cleanliness of a guest room as much as his kitchen. If someone cannot fulfill their MOD shift he will stay extra hours to help out. Chef cares about his employees. He is forgiving while asking the best of them. He personally collected and contributed to an amputee employee who needed a car.

**5.) Community Involvement:** Edward is not only available but seeks community involvement. He is a mentor to the students of the Kemmons Wilson School of Hospitality and Resort Management. He is voluntary contributor Garde Manger classis to L'Ecole Culinaire in Memphis. He donates his time and talent to numerous fundraisers. He allows himself to be auctioned off at key city events. He happily visits schools and youth organizations when called upon.

That's our Chef, and we hate to lose him!!!!

Lorna Brown Ray  
Marketina Director

Debbie Cowgill  
Hotel Manaager

Tomas B. Johnson  
Manaaaina Director

Thank you very much, and I look forward to your response.

Chef Edward Nowakowski CFB&E



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