

JACLYN LOBATO

~~ Food, Production and Event Specialist~~

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SUMMARY

Resourceful professional with a proven track record of success and excellence in detail coordination within the production, events and personal assistant industries. Seeking a new, challenging role handling digital creative for culinary setting.

EXPERTISE

- Budgeting & Finance Management
- Vendor Sourcing & Negotiation
- Content & Social Media Development
- Production & Post-Production
- Personal Assistant Experience
- Organizational Leadership
- Event Management
- Detail Coordination & Scheduling
- Employee Hiring, Onboarding & Management

EXPERIENCE

Culinary Instructor and Chef ----- November 2024-Present

THE WELL SEASONED CHEF | Garden City, NY

- Teaches culinary classes of varying cuisines and techniques to adults and children in a professional kitchen setting
- Works to shop, prepare, teach and breakdown classes
- Manages a full time cafe including menu creative, food prep and staffing
- Assists clients in day to day transactions
- Books private events such a birthday parties and private cooking classes while managing a dynamic schedule

Director of Purchasing | Purchasing Coordinator -----October 2023 – March 2024

FOOD NETWORK'S CHOPPED | Seasons 57-60 | New York, NY

- Sourced necessary basket and pantry items for the television shoot
- Built and maintained relationships with multiple vendors as the main contact for the show
- Worked with producer(s) to troubleshoot and resolve issues including shipping delays, out of stock items and shortages
- Maintained organized spreadsheets and receipts to maintain expense and ensure budget
- Managed individual show budgets and finances
- Managed day-to-day schedule including meetings, travel and logistics

Freelance Producer -----August 2020 – present

Clients include **FOOD NETWORK, WW, CONDÉ NAST, OBÉ FITNESS** | New York, NY

- Lead the segment and recipe creative development by working with production team to strategize and develop show themes and related recipes
- Organize product procurement and food prep work for shoots. Negotiate with multiple food vendors; organize the schedule for the food stylists
- Write necessary breakdowns of show segment layouts for production team and for actual filming
- Interview and supervise staff for projects. Serve as point of contact for staffing

Freelance Culinary Assistant -----April 2020 – April 2023

Clients include **THE COMFORT TABLE, OBÉ FITNESS, FOOD NETWORK** | New York, NY

- Work with clients (celebrity chefs or culinary professional writing a cookbook) to assist with recipe creation and testing
- Manage food sourcing and delivery for recipe development and testing
- Write and edit recipes as revisions are made
- Work closely with chefs to manage deliverables for shows and special projects
- Manage budgets and receipts

Co-Culinary Producer -----September 2019 – April 2023

BSTV ENTERTAINMENT | *Client:* **FOOD NETWORK'S THE KITCHEN** | New York, NY

Coordinate talent, production, show preparation, logistics and staffing

- Assist with creative show development including managing the details of segment breakdowns and recipe ideas for the Food Network's number one, most popular television show in 16 seasons
- Work closely with talent for schedule availability and to prepare them for individual segments

- Complete show deliverables, handle recipe edits post-filming, and manage budgetary expectations
- Manage the daily flow of details for the back kitchen, as well as handle the preparation of necessary swap of ingredients
- Order food for shows and track quality through vendors
- Reply to website comments and questions from customers. Handle complaints and inquiries on behalf of show
- Develop and tests recipes for show's talent, as well as specific show segments

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Personal Assistant to Celebrity Chef Geoffrey Zakarian -----January – July 2019

ZAKARIAN HOSPITALITY | New York, NY

- Arranged logistics of personal and professional events for celebrity chef including travel, daily schedule and budgets
- Worked with multiple production companies to vet, negotiate and coordinate celebrity appearances; Handled contracts
- Coordinated event management including contracts, book signings, charity events at Chef Zakarian's restaurants
- Handled details and logistics of chef's appearances and demonstrations. Shared details to help prepare Chef Zakarian
- Managed busy calendar of domestic and international personal and business travel including private cars and planes
- Coordinated and booked staff travel
- Worked with brands on special projects and partnerships, including QVC; coordinated daily details, contracts, deliverables
- Managed budgets; paid bills; ran errands
- Collaborated closely with social media agency to provide photo and video content on behalf of Chef Zakarian

Production Purchasing Lead -----July 2016 – December 2018

FOOD NETWORK | New York, NY

Shows: WORST COOKS IN AMERICA, BEAT BOBBY FLAY, CHOPPED, COOKS V, CONS, BITE CLUB, THE KITCHEN

- Located and sourced food items for special projects by working closely with multiple vendors
- Managed a team of interns and freelancers within television and production kitchen setting
- Monitored and tracked budgets while purchasing goods; Tracked and managed expense spreadsheets

Digital Intern -----June 2015 – September 2015

FOOD NETWORK | New York, NY

- Replied to website comments from consumers re: complaints or recipe inquiries.
- Worked closely with the digital team to test and edit recipes

Production Kitchen | Magazine Intern -----June 2014 – September 2014

FOOD NETWORK | New York, NY

- Worked with the Food Network Magazine staff to cross test recipes before publication

SKILLS

Google Suite, WordPress, SharePoint, Concur, Canva, Wix, Instagram, Facebook, Snapchat, YouTube, Pinterest

EDUCATION

JOHNSON & WALES UNIVERSITY | Providence, RI
Bachelor of Science, Food Service Management (2016)

JOHNSON & WALES UNIVERSITY | Providence, RI
Associate of Arts, Baking & Pastry Arts (2015)