

Salina Mares

9926 99th Avenue Ct., Oakland, CA 94603

Phone: (510)472-4860

E-Mail: salinamares@hotmail.com

June 5, 2013

Ms. Colleen Fleming
Talent Acquisition Specialist
Acrobat Outsourcing
665 Third Street, Suite 415
San Francisco, CA 94107

Dear Ms. Fleming,

I am contacting you regarding the Prep Cook position you are seeking to fill. My education, training and attention to detail make me an ideal candidate for this position. As a huge fan of Acrobat Outsourcing, I am very excited to discuss the position specifics and how I can make a contribution to your existing team.

The Saint Vincent de Paul's, Kitchen of Champions Culinary Training Program has prepared me to be a culinary service professional capable of providing the highest quality of food, while maintaining excellent kitchen safety standards. In particular, my knife skills, love for mise en place and attention to detail, has given me a solid background so that I can "Set the Table" for the chefs and line cooks.

I have a true passion for cooking and aspire to work my way up to Executive Chef one day. I am eager to master all aspects of the commercial kitchen, always dedicated to learning more. I take direction well and am a positive member on any team. I'm always happy to roll up my sleeves and get the job done. I'm eager to contribute my professional attitude, prepping skills, enthusiasm and passion for cooking to the Acrobat team.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. You can reach me at the phone number or email listed above. I look forward to hearing from you.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. Thank you, in advance, for your consideration. I look forward to speaking with you soon.

Sincerely,



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Objective: To obtain a position as a culinary service professional in a dynamic work environment that offers professional development and career building opportunities.

SUMMARY OF QUALIFICATIONS

- Passionate about cooking, catering and serving healthy food
- Hardworking, ambitious, adaptable, dedicated to excellence
- Very reliable and able to perform well under pressure and in a fast-paced environment
- Great team player and leader, always willing to help out where needed
- Strong appreciation for guest satisfaction
- Good interpersonal, communication and customer service skills

RELEVANT SKILLS

- Working knowledge of kitchen operations and the efficient use and care of commercial kitchen appliances and utensils
- Knowledge of preparing, decorating and serving different types of cuisine
- Strong appreciation for Mise en place; Gathers all needed ingredients for food preparation, ensuring excellent good quality and correct food temperatures
- Essential cooking methods, including roasting, grilling, deep frying, broiling and sauteing; The preparation of stocks, sauces and soups
- Prepared workstations and maintained kitchen cleanliness daily
- Food Prep and Garde Manager skills, including knife cuts, vegetable preparation, dry goods, salads and dressings
- Proper use of storage and dating methods for perishable and non-perishable goods

WORK EXPERIENCE

Culinary Student, St. Vincent de Paul, Kitchen of Champions, Oakland Ca 4/13-Present

- Experience with large food Prep and Production volumes; Assisting with the preparation of approximately 1000 meals daily at the SVDP Free Dining Room

- Developed food preparation and cooking techniques
- Ensured correct work-flow procedures and controls for food quality and safety
- SERVsafe Food Handler Certification anticipated May, 2013

Customer Service Representative/Sales Associate, ToysRus, Dublin Ca 2011-2012

- Provided excellent customer service in store by utilizing knowledge of customer interests and products sold
- Performed cashier responsibilities while multitasking, answering phone inquiries and bagging customer purchases

Sales Representative, CTE Promotions, Oakland Ca 2008-2010

- Sold trial subscriptions for Bay Area Newspapers such as the Oakland Tribune, the San Francisco Chronicle and the San Francisco Examiner
- Demonstrated excellent communication skills while taking the initiative to create my own sales presentation, and networked in a community based atmosphere

Medical Assistant, Oakland Chiropractic Care, Oakland Ca 2004-2006

- Assisted doctor in the examination of patients
- Trained and supervised Medical Assistant interns
- Executed daily operations of front and back office including medical billing

Assistant Manager/Photographer, The Picture People, Richmond Ca 2002-2003

- Supervised, trained, delegated tasks and evaluated eight employees
- Photographer; Took photos, assisted customers with portrait choices and processed orders.
- Operated store accident-free

EDUCATION

- Culinary Arts Certificate St. Vincent de Paul Certificate anticipated 05/13
- Medical Assistant Diploma Carrington Career College 2004
- High School Diploma John F. Kennedy High School 2000

References Available Upon Request



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COOKING
MATTERS®

Sarina Makes

has successfully completed

Cooking MATTERS for Adults,

a cooking and nutrition course from
Share Our Strength's Cooking Matters.

Congratulations!

St. Vincent de Paul

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Location

Verified by:

[Signature]
Cooking Matters Coordinator

Date

5/16/13

Certificate of Completion

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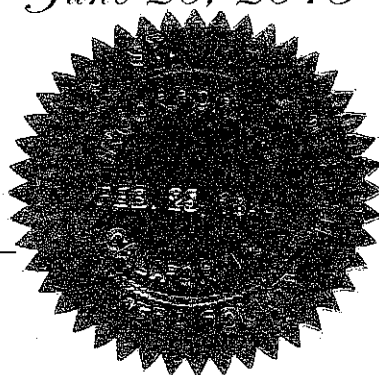
Salina Mares


*for successfully completing the 35th cohort of the
St Vincent de Paul of Alameda County
Kitchen of Champions Culinary Training*

June 20, 2013


CAROLYN GRAHAM, Director of Special Works


NIC MING, Coordinator/Professional Development Instructor




ROBERT DORSEY, Program Chef Instructor

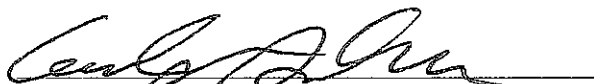
Certificate of Achievement

presented to

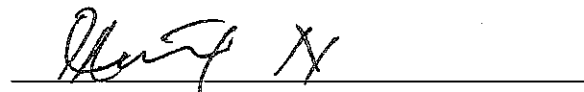
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*for excellence in Culinary Arts during the
St Vincent de Paul of Alameda County
Kitchen of Champions Culinary Training Program*

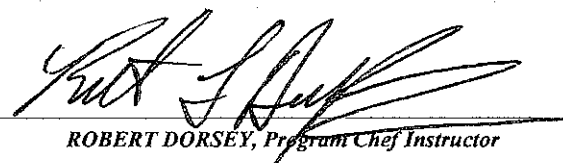
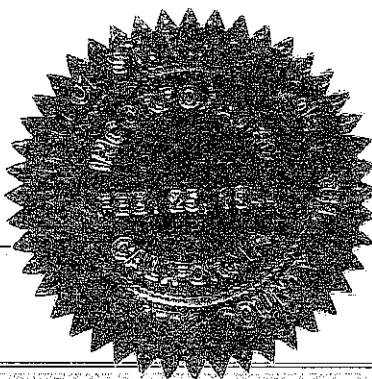
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