

## 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,

*Salina Mares*

Salina Mares

# Salina Mares

9926 99th Avenue CT., Oakland Ca 94603  
(510) 472-4860 Email: salinamares@hotmail.com

**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 inquires 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**



SHARE OUR STRENGTH'S  
**COOKING  
MATTERS®**

Suzina Mares

has successfully completed

Cooking Matters for Adults

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

**Congratulations!**

St. Vincent de Paul

NATIONALLY SPONSORED BY

**ConAgra  
Foods**  
Foundation

**Walmart**

Location

Verified by:

Cooking Matters Coordinator

5/16/13

Date

# Certificate of Completion

presented to

*Salina Mares*

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

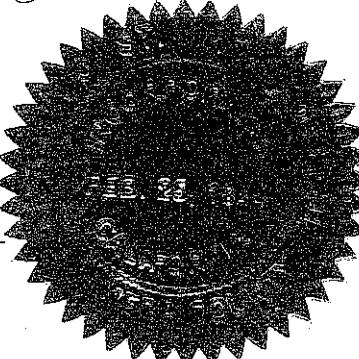
June 20, 2013



CAROLYN GRAHAM, Director of Special Works



NIC MING, Coordinator/Professional Development Instructor



ROBERT DORSEY, Program Chef Instructor

# Certificate of Achievement

presented to

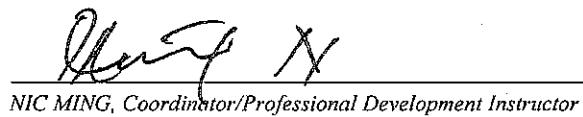
*Salina Mares*

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

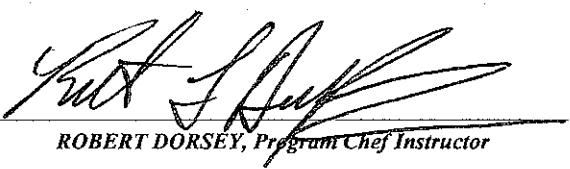
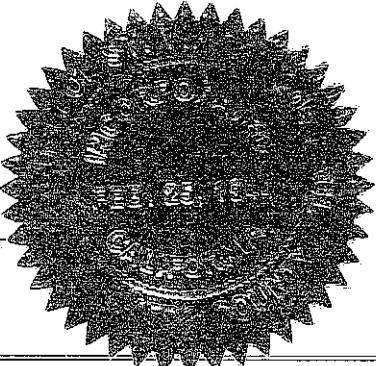
June 20, 2013



CAROLYN GRAHAM, Director Special Works

  
Nic Ming

NIC MING, Coordinator/Professional Development Instructor



ROBERT DORSEY, Program Chef Instructor