

Tiffany Li'Ayers

480 Ellesmere Drive, Dixon, Ca 95620 | C: 415-323-9595 | TiffanyLiayers@gmail.com

SUMMARY OF QUALIFICATIONS:

- Personable professional with strong customer service skills, stellar work ethic, and proactive demeanor
- Recognized for ability to plan, organize, and coordinate priorities in an efficient manner
- Excellent communication skills, quality leadership skills, and multitasking abilities
- 5+ years of experience in fast-paced, deadline driven environment
- Experienced in employee training and development
- Proficient in Microsoft Excel, Outlook, PowerPoint, and Word with data entry, documentation, and report writing skills
- Proficient in Google Document Online Programs

WORK HISTORY

<u>Allied Universal Security</u>	Vacaville, CA	12/2015-Current
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- Monitored cameras
- Vehicle patrols
- Foot patrols
- Verify visitors but checking access and ID
- Maintain order and discipline

<u>Le Cordon Blue: Supply and Prep</u>	San Francisco, CA	10/12-02/14
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- Maintained Kitchen supplies room
- Quality checking incoming produce
- Packaging requisitions
- Purchasing orders

<u>UNITED STATES NAVY, Various Positions</u>	Worldwide	06/07-10/10
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- **Received Honorable Discharge**
- Police Dispatcher (11/2008-10/2010), Dispatch Training Officer (02/2009-10/2010), Traffic Court Officer (06/2009-03/2010), Administrative Officer (06/2009-03/2010), Sicily, Italy
- Military Police Patrol Officer (08/2007-10/2010), Watch Commander/Manager (06/2008-11/2008), and Various Administrative Personnel Positions (2007-2010), Diego, Garcia and Sicily, Italy
- Prepared monthly reports for records, closed terminated records, and insured that all documentation had been received and filed
- Demonstrated multi-tasking proficiencies by utilizing telephone, e-mail, and Motorola radios; completing data entry and faxing; monitoring surveillance and alarm systems; and front-desk reception within high-volume environments
- Facilitated on boarding of new employees by scheduling training, answering questions, and processing paperwork, and facilitated Traffic Court scheduling for judges and violators
- Oversaw implementation of new phone, alarm, radio and surveillance systems which resulted in more efficient service
- Physical Training Coordinator.

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EDUCATION:

National CPR certified

May 2017

Action Personal Trainer Certification 21377

May 2017

BSIS CA Guard card License number 6293021

Dec 2016

Associate of Art Science in Baking and Pastry

Nov 2015

Le Cordon Blue Sacramento.

Associate of Occupational Studies in Culinary Arts

Feb 2015

California Culinary Academy, Le Cordon Bleu Program, San Francisco, CA and Pasadena Ca.

Certified Professional Food Manager, National Environmental Health Association,

Feb. 2013

Basic 911 Dispatching Certificate, Los Positas College, Pleasanton, CA

Feb 2011

Basic Law Enforcement, Naval Technical Training Center, Lackland, TX

Nov 07

Basic Military Training, Naval Recruit Training Command, Great Lakes, IL

Aug 07

SUMMARY OF VOLUNTEER EXPERIENCE:

2010-2015

- Placed Bronze Medal in American Culinary Federation Competition
- Have Assisted in 12 Master Chef Classes At Le Cordon Blue for Iron Toque.
- Assisted Chefs at the Good Food Awards for Iron Toque
- Assisted Chefs at the SF Chronicle Food & Wine event for Iron Toque.
- Assisted Chef Suzette at Wine and Wishes event.
- Work at Cotogna under Chef Turk
- Externship with The Reef as prep cook
- Externship with Hurley's as pantry chef
- Dixon Business Commission Meeting Catering
- Super Hoarders Antique, marketing

Pasadena CA.
San Francisco CA
San Francisco CA
Ft. Mason SF CA
T.I SF CA
San Francisco CA
Long Beach CA
Yountville CA.
Dixon CA
Dixon Ca