

# Nicole Machado

---

9338 Bennoel Way • Elk Grove CA 95758 • 916-271-5620 • nicolemachado@rocketmail.com

## Career Objective:

To obtain a position where my strong work ethic and professional training will have the opportunity to flourish.

## Education:

*Le Cordon Bleu College of Culinary Arts* – Sacramento, CA

Professional Culinary Arts Certificate

- Honors Student

*Cosumnes River College* – Sacramento, CA

- General Education/English

## Skills and Qualifications:

- Excellent interpersonal and customer service skills
- Quality control management
- Extensive cash handling experience
- Work very well under high pressure situations
- Excellent attention to detail
- Proficient in Microsoft Word and Excel
- Effective written and verbal communication skills
- Extensive inventory and ordering experience

## Work Experience:

### Café Bernardo/Kbar

*Breakfast/Pantry/Pizza cook* – 03/12 – ~~current~~

- Prepare menu items from scratch in a timely manner
- Create batters, mixes and other prep for service
- Follow Chef specifications for each menu item
- Run two or more stations simultaneously in an efficient manner
- Create a cohesive working environment for both front and back of house
- Clearly and concisely communicate between servers and management to ensure guest is taken care of
- Always maintain a service first attitude

*Cocktail Server* - 03/12 – ~~current~~

- Impress the guest with a service first attitude at all times
- Do my part to make sure my teammates are succeeding as well as myself
- Consistently follow the key steps of service
- Thoroughly and efficiently do my sidework in a timely manner
- Close out each station in accordance with company standards

### BJ's Brewhouse

*Pantry cook* - 08/11 - 06/12

- Learn and execute menu specifications
- Prepare orders in designated time requirements
- Stock, prep and maintain pantry station
- Train new employees
- Open and close station in accordance with company standards

*Server/hostess/takeout/busser* - 06/06 - 08/07

- Impress the guest with a service first attitude at all times
- Do my part to make sure my teammates are succeeding as well as myself
- Consistently follow the key steps of service
- Thoroughly and efficiently do my sidework in a timely manner
- Close out each station in accordance with company standards

## **Nicole Machado**

---

9338 Bennoel Way • Elk Grove CA 95758 • 916-271-5620 • nicolemachado@rocketmail.com

### **Noodles and Company**

*Shift Manager - 07/10 - 05/11*

- Opened and closed restaurant in accordance to company policy
- Consistently pushed my team to meet and exceed sales goals for promotional items
- Regimented various health and safety procedures in accordance with current HACCP plan
- Maintained a positive and cohesive work environment
- Created new menu items to tailor to guests needs with regard to allergies and preferences
- Maintained continuous contact with corporate marketing department to generate more revenue
- Organized fundraising dinners
- Structured contests for guests to win free meals

### **The Old Spaghetti Factory**

*Server - 11/08 - 05/10*

- Impress the guest with a service first attitude at all times
- Do my part to make sure my teammates are succeeding as well as myself
- Consistently follow the key steps of service
- Thoroughly and efficiently do my side work in a timely manner
- Close out each station in accordance with company standards

### **SC Property Management Services**

*Property Management Admin Assistant - 4/06 - 12/11*

- Provided administrative support to the Property Management Services Owner
- Ordered credit reports on prospective tenants
- Ordered Pest, Cleaning and all logistical type activities related to preparing homes/duplexes for rent
- Documented all new applications and tenants
- Extensive communications to clients, tenants and vendors
- Heavy phones and calendaring activities
- Prepared weekly and monthly status reports
- Managed rents and banking activities
- Heavy filing/clerical task
- Maintained positive and professional demeanor at all times

*References available upon request*

# Nicole Machado

---

9338 Bennoel Way • Elk Grove CA 95758 • 916-271-5620 • nicolemachado@rocketmail.com

## References:

### *Professional*

Elena Chiecchi

- Phone number, (916) 752-1866
- Years known, 6+
- Former Employer

Joshua Coleman

- Phone number, (916) 899-4241
- Years known, 3+
- Current Manager

### *Personal*

Ashley Arvizo

- Phone number, (916) 862-5030
- Years known, 10+
- Family friend

Angela Jongema

- Phone number, (916) 224-9595
- Years known, 5+
- Former coworker