

Jameelah Blackston

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EDUCATION & SPECIALIZED TRAINING

California State Food Handler's Card
ServSafe

4/2014-4/2017

Certificate in the Fundamentals of Food Service and Culinary Arts
Bread Project

- Completed 360 hour intensive job training program that included components in knife skills, safety and sanitation, workforce readiness, introduction to basic cooking methods and commercial food production practices and techniques
- Assisted in the preparation of pies, cake, breads, cookies, specialty sandwiches, various sauces, and meats.
- Experience using commercial kitchen equipment such as table top mixers, food processor and an assortment of utensils and knives

Business Administration Courses
Heald College

8/2011-6/2012
Stockton, CA

General Education
Western Career College

8/2009-6/2010
Antioch, CA

Real Estate Courses
Laney College

8/2004-6/2005
Oakland, CA

General Education
Merritt College

8/2003-6/2004
Oakland, CA

WORK EXPERIENCE

Home Specialist, A-1 Trucking, Mountain House, CA

2011-2013

- Oversaw a 4,380 square foot property
- Responsible for home appearance, organizing landscaping and maintenance
- Assisted with business operations
- Reported any risks seen on the property

Inventory Specialist, Dollar Tree, Brentwood, CA

2009-2010

- Ordered merchandise for sales
- Maintained daily inventory
- Processed incoming and outgoing merchandise
- Kept accurate records and reports discrepancies

Supervisor, Goodwill Industries, Oakland, CA

2006-2008

- Trained associates in company procedures and operations
- Securely opened and closed the facility and cash registers
- Approved payroll and authorized schedule changes
- Organized employee schedules

Waitress, Southern Café, Oakland, CA

1998-2000

- Provided excellent customer service
- Recorded orders accurately and communicated with the kitchen
- Delivered assistance and meals in a timely fashion
- Maintained the cleanliness of the prep and dining areas