

•CAREER GOAL•

Consistent, hard working, highly motivated person. Enjoy working with the public. Friendly, outgoing and dependable. Seeking to demonstrate the importance of my job duties and expectations, and expand my knowledge, skills and abilities. Current ability to juggle multiple priorities and meet tight deadlines without compromising quality. Desire an opportunity to establish long term employment in a friendly environment.

•CORE SKILLS•

- | | | |
|---|----------------------------|---------------------------|
| » <i>Meal Preparation</i> | » <i>Inventory Control</i> | » <i>Customer Service</i> |
| » <i>Special Events Catering</i> | » <i>Rapport Building</i> | » <i>Active Listening</i> |
| » <i>Flexibility & Adaptability</i> | » <i>Detail Oriented</i> | » <i>Time Management</i> |

•EXPERIENCE•**2010 – 2013 – Sous Chef –****Vinyl Soul Restaurant –**

- » Preformed all associated Prep work with the handling of stations and the cooking of food items
- » Responsible for inventory and order control
- » Responsible for all kitchen sanitation & temperature logs
- » Setting up tables, plates and glasses for parties, cooking and serving at two locations, prepping roast, sauce, meats, fish and vegetables, and baking desserts
- » Special skills gained: Gourmet cooking, healthy and nutritional cooking, cooking basic and convenience foods, baking with and without mixes, preparing soups, sauces and stocks, meat cutting, and butchery

11/12 – 03/13 – Security Guard –**Allied Barton Security – San Francisco, CA**

- » Patrol the premises and adjacent areas
- » Direct traffic to and from the main building
- » Perform safety inspections in order to flail off any negative activity
- » Check identity cards of personnel before admitting into the building
- » Investigate and report any nefarious activity
- » Take necessary action on spot when needed

09/11 – 10/11 – Security Guard –**Securitas – Oakland, CA**

- » Warn violators of rule infractions, such as loitering, smoking or carrying forbidden articles
- » Permit authorized persons to enter property and monitors entrances and exits
- » Investigate and prepare reports on accidents, incidents, and suspicious activities
- » Provide assistance to customers, employees and visitors in a courteous and professional manner

05/10 – 06/10 – Intern Administrative Assistant –**Cal Pep – Oakland, CA**

- » Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- » Set up and uphold manual and automated information filing systems
- » Order workplace supplies and maintain record
- » Schedule and verify appointments and meetings of managers

•TRAINING & CERTIFICATIONS•**10/13 – Present – Culinary Arts Training – St. Vincent De Paul Kitchen of Champions****2010 – 2013 – Criminal Justice – Heald College – Hayward, CA****CPR/First Aid Training – Red Cross – Oakland, CA**