

DONNA K. MATHEWS

1040 Ardmore Avenue – Oakland, CA 94610

Phone: (619) 988-1503 • E-mail: dmathews_06@hotmail.com

OBJECTIVE

To excel in a position as a line cook using excellence in culinary assistance in order to contribute to the success of the organization and ensure customer satisfaction.

HIGHLIGHT of SKILLS

- Skilled in various cooking methods, including roasting, grilling, braising, and sautéing
- Excellent team leader who goes the extra mile to complete assignments on time
- Pleasant and courteous team player with a positive and supportive attitude
- Very dependable and detailed with effective communication skills
- Enthusiastic about cooking and serving creative and delicious food

WORK EXPERIENCE

RU'DON'S Catering

6/2009 - Present

- Currently run my own catering company
- Meet with potential clients for new business
- Skilled in menu planning and scaling
- Supervisor to a team of catering staff
- Skilled in budgeting and purchasing

Culinary Trainee

St. Vincent de Paul of Alameda County

3/2014 – 6/2014

- Practice safe , accurate and efficient knife skills
- Skilled in using a variety of commercial kitchen equipment
- Assist in producing and preparing up to 300 or more meals daily
- Assign tasks to team members, monitor task execution, provide feedback

EDUCATION & CERTIFICATION

St. Vincent De Paul Kitchen of Champion

6/2014

ServSafe Food Handler's Certification

4/2014

B A of Theology Andersonville School of Theology

Expected 2015

Day Care Providers License

1998

Office Procedure Certification

CareerCom Business College

8/1988