

**BRANDLYN DAVIS**  
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## **SUMMARY OF QUALIFICATIONS**

Culinary Arts graduate with experience working in a high volume professional kitchen.

- Knowledge of traditional cooking methods and techniques.
- Strong communication and interpersonal skills.
- Ability to easily grasp new concepts.
- Well-developed skills in prioritization, organization, decision-making, and time management.
- Computer: MS Word, Excel and PowerPoint; Micros POS
- ServSafe Certified; expires March 2018

## **EDUCATION**

**The International Culinary School at The Art Institute of California-San Francisco**  
*A campus of Argosy University*  
**Culinary Arts, Associate of Science**

June 2014

## **CULINARY EXPERIENCE**

**United States Navy, San Diego, CA**  
**Culinary Specialist**

October 2003-September 2006

- Assisted Supervisor with overall operation of kitchen and dining facilities serving 3,000+
- Prepared to order special menu requests for shipboard officers.
- Assisted Supply Officers in ordering and storing subsistence items and procurement of equipment and mess gear.
- Prepared menus and ordered various ingredients and supplies.
- Maintained food service spaces and equipment in a clean and sanitary condition, including storerooms and refrigerated spaces.
- Trained new team members in food handling and high volume production.
- Managed team of 5 in absence of manager.

## **BUSINESS EXPERIENCE**

**Essex Credit Corporation, Walnut Creek, CA**  
**Lien Specialist**

January 2007-March 2009

- Audited title work documentation for loan packages with accuracy, completeness, and correct fees.
- Processed out-of-state title requests for borrowers purchasing new boats and RV's and/or moving out-of-state.
- Performed follow-up phone calls to borrowers to resolve documentation related issues.
- Trained personnel on proper title and registration requirements for each state.
- Tracked title and registration transaction progress through internal tracking system.

**Apple One, Walnut Creek, CA**  
**Administrative Assistant and Customer Service**

October 2006- January 2007

- Accurately revised spreadsheets of current Life Insurance applications utilizing MS Excel.
- Tracked and provided status reports for case management and completed other duties as needed or required.
- Performed a variety of specialized technical and administrative tasks to assist in the processing of Individual Life Insurance policies.