

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.