

**Linda Brooks**

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## **OBJECTIVE**

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To establish gainful employment with a reputable Employer who can appreciate my hard work, efficiency, and loyal dedication.

## **SUMMARY OF QUALIFICATIONS**

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- Detail oriented, committed to achieving exceptional results, thriving on challenges and opportunities to assume responsibilities.
- Work well with a diversity of people, independently, or as a team.
- Organized, honest, responsible, and dependable.
- Very knowledgeable and experienced working in the food industry.
- Extensive experience in customer service. Highly motivated, able to multi-task & prioritize heavy work loads under pressure.
- Extensive experience using industrial and personal Sewing Machines, Over Lock Machines, Blind Stitch Machines, and others for sewing, mending, and tailoring clothes.

## **WORK EXPERIENCE**

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### ***Delancey Street Foundation (415) 957-9800 (2012-Present)***

- Cooked for a large scale food distribution: 350 plus people and guests daily for breakfast, lunch, and snacks, (twice a day). Learned & executed a multitude of recipes for high volume facility. Prepared specialty items and meals for residents with dietary restrictions.
- **Managed and trained** a crew of new **Prep Cooks** and **Line Cooks** in numerous and various duties, including but not limited to; proper food handling and proper food rotation, food presentation, temperature, portion size, and time management insuring a timely delivery of meals.
- **Caterer:** Worked with a crew of 5-9 people Catering private Events. Cooked, prepared, & arranged various appetizers to plated lunches and dinners for anywhere from 20 to 300 people.
- **Cafeteria style line Server** for 350+ people twice a day.
- **Food Server** for private family dinners, as well as serving 350 people plus guests daily.
- **Head of Sewing Department:** Trained and managed a group of people to not only tailor clothes, but how to sew from pattern to completed project, as well as how to safely operate and use appropriate machinery.
- **Security Position** which required diligent log keeping of people and vehicles entering and leaving facility as well as complete scheduled and periodic visual “walk-around” checks of entire facility.

### ***Player's Club (805) 643-9326 (1986 – 2011)***

- **Food Server** and Chip Runner. Trusted, fast paced & busy position which required great interpersonal skills in dealing with the public.
- **Card Dealer:** Extensive experience dealing with the public, as well as handling large amounts of cash & chips.

## **EDUCATION**

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- **Delancey St. Foundation Life Learning/Vocational Training Academy (2012-2014)**
- **G. E .D. from San Francisco City College (2013)**
- **12 Week Business Communication Course from Delancey St. Foundation (2014)**

## **PERSONAL INFORMATION**

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**DOB** 9-21-60

**CADL#** V7014647

**SSI#** 573-43-5650