

Joy S. Gadles

3708 Radburn Drive, South San Francisco, CA. 94080 (650)8780552 Mibjoy33@gmail.com

Excellent interpersonal skills, Communicates effectively; Works well independently and is also a team player; Ability to multitask and follow time schedules; Detail oriented and organized; Motivated and hardworking.

Work Experience:

Fork and Spoon San Francisco, CA 11/2011- Present

- **Chef**

General kitchen duties; cook to specifications; maintain workstation; assemble food for presentation; cleaning and sanitation procedures, working events, menu ideas

Dog Patch SFO San Francisco, CA 01/2014- 10/2014

- **Supervisor**

Customer service, solving issues with passengers and employees, barista, assisting cashier, daily reports, inventory, and ordering each day. Working with owners to ensure their expectations are met.

Air Serv SFO San Francisco, CA 4/2013-1/2014

- **Lobby Agent**

Assist passengers with all they need for their flight; printing boarding passes, making sure their luggage is the correct weight, and helping passengers on and off flights, watching unaccompanied minors, assisting with special assignments.

Gotham Foods (Firewood Grill) SFO San Francisco, CA 6/2012-3/2013

- **Chef**

Prepare food; organize commissary orders for shipping; train new employees; general kitchen duties; sanitize kitchen

Total Success Staffing San Bruno, CA 10/2009-12/2012

- **Chef/ Server**

General kitchen duties; food prep; plate meals; serve food and beverages; maintain clean workspace; sanitize kitchen; deliver great customer service

George P. Johnson Company San Carlos, CA 08/2006- 09/2008

- **Contact Center Representative**

Organized corporate conferences and events; prepared meeting materials; arranged travel for clients and attendees; email correspondence with hotels and clients; general reception duties

MetaReward San Carlos, CA 03/2006- 07/2006

- **Member Service Representative**

Scheduled appointments; maintained database; responded to inquires, developed spread sheets, gave exceptional customer service

Gap Inc., Burlingame, CA 10/2003- 05/2007

- **Customer Service Representative**

Sales associate duties; assembled window displays; general cashier support; stock; trained new hires

Unipart / Jaguar Brisbane, CA 06/2002- 08/2003

- **Office Manager**

Maintain front reception area; ordered office supplies; data entry; filed; prepared daily, weekly and monthly reports organized meeting materials; planned seasonal events.

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Chilis San Bruno, CA 02/2000- 01/2002

- **Server/Waitress/Hostess**

Served food and drinks; trained new hosts/hostesses; reception

Education

- **Heald College, 2011 Medical Billing and Coding AAS Degree**

California Culinary Academy, 2002 *Culinary Arts*

Volunteer Work

- **American Cancer Society, 1998-2001– Peer education, Public speaking, Television appearances.**