

Ana Delgado
Reseda, CA 91335
Phone: 818-401-7597

Objective A challenging position using my abilities acquired through my hospitality experience with the opportunity for professional and personal growth.

Summary of Qualifications

Excellent communication and interpersonal skills, a true professional, confident in making On- the spot decisions, a team player, motivated, with a strong desire to excel.
Skillfully on station set up, prepping food, cooking, cleaning up and re-stocking.

Work Experience

Private Cook, Los Angeles and San Fernando Areas, 2009-Present part-time)

- Prepare custom menus for private clients
- On-site cook for special events
- Customize menus for special diets for individual customers and private events

Cook, From The Grill Catering, Arleta, CA 2012-2015 (part-time)

- Responsible for preparing requested menus for special events
- Working with other cooks making sure food is ready at the right time, in the right order so food arrives at the customers table ready to eat and at the right temperature
- Preparing food and items for team stations for next day
- Responsible for cleaning station
- Supervise the clean up for every station in the kitchen
- Disposing of garbage, cleaning utensils, pots, pans and cooking surfaces
- Unload delivery trucks and store inventory correctly

Administrative Assistant, The Beverly Hilton Hotel/Beverly Hills, CA 2012-2015

- Process purchase orders
- Maintained accurate payroll records and time sheets, maintenance of department attendance.
- Responsible for leads distribution and maintenance of accurate lead log and lead monthly report.
- Utilize front office and reservation background.

Education: Culinary Arts
Le Cordon Bleu/Pasadena, CA

BA Business Management/Marketing
University of Phoenix/ Woodland Hills, CA

Certifications: Certified Professional Food Manager Expires 12/08/2019

References: Furnished Upon request.

