

**VANESSA
TAM**

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Objective

To obtain a position where I can work with an organization that will give me an opportunity to apply my culinary training, practices, knowledge, work ethic, and management skills, with challenging assignments that will assist me in advancing my culinary career.

Summary of Qualifications, Strengths, and Experience

- Current graduate of the Culinary Arts Program at Center for Employment Training (CET) in San Jose
- Group lead in CET Culinary Program, responsible for organization of the group, dividing tasks for food prep of lunch items including soups, protein item entrees, starches, and vegetables, and time management for food service
- Assist CET Culinary Instructors in preparing for class demonstrations.
- Good Knife Skills
- Good communication and aptitude of encouraging and maintaining harmonization inside a team
- Responsible upkeep of the cleanliness and sanitation of the kitchen area
- Good computer skills
- Cooking terminology and applied math
- Assisted catering and culinary program for a 400 person event at CET, set up, prepare and serve food, clean up after the event.

Employment History

Prep Cook

03/2015 – Present – Catering With a Cause

- Assist in catering events for parties from 30 – 300 or more
- Responsible preparing anything the chef needs during the events

Culinary Assistant

07/2014 to 01/2015 – Center for Employment Training, San Jose, CA

- Assist CET Culinary Instructors in preparing for class demonstrations
- Responsible for the upkeep of the cleanliness and sanitation of the kitchen area
- Responsible for the organization of kitchen supplies

Paralegal

09/2010 to current - Shirley Tam, A Professional Law Corp., San Jose, CA

- Respond to client emails
- Prepare and draft estate planning documents
- Prepare documents for Probate proceeding
- Trust Administration
- Manage files and the work flow
- Mail documents by regular mail, certified mail with return receipt, overnight, through FedEx, etc.

Youth Specialist

12/2007-6/2010 – Alhambra Unified School District ASES Program, Alhambra, CA

- Coordinate afterschool program at Granada Elementary School K-8, 12/2007-6/2008 and Ynez Elementary School K-8, 9/2008-6/2010
- Assist Program Leaders plan activities for six (6) student groups (120 students)
- Attend district meetings

- Coordinate staff meetings
- Work with school staff including janitors, teachers, office staff, assistant principals, principals, etc. about student progress and behavior

Education

2014-2015 – Center for Employment Training, San Jose, CA

- Culinary Arts Certificate

2010-2012 – De Anza Community College, Cupertino, CA

- Paralegal Certificate

2006-2007 – Cal Poly Pomona, Pomona, CA

- Started classes toward obtaining teaching credentials – did not complete due to work and lack of weekend/night classes

2002-2006 - University of California, Irvine, Irvine, CA

- B.A. in Psychology and Social Behavior
- B.A. in Criminology, Law, and Society
- Certificate in Ethnomusicology

1998-2002 - Alhambra High School, Alhambra, CA

- High School Diploma
- Published in various scientific journals (available on request)