

# Jorge Ruiz

14804 Martell Avenue San Leandro, CA 94578 | Contact phone: (415) 666-5044 | Email address:  
jorge.ruiz.1019@gmail.com

---

## **OBJECTIVE:**

To obtain a position of responsibility in the culinary, legal, or healthcare industries where performance is recognized and growth is encouraged.

## **HIGHLIGHT of SKILLS:**

- Seasoned candidate with experience in retail customer service, culinary services, legal, and healthcare support.
- Bilingual in Spanish/English.
- Considerable organizational and documentation skills with an emphasis on time management, prioritization, and scheduling.
- Resourceful and hard-working with a particular gift for problem solving.
- Equally confident as team player, team lead, or individual contributor.
- Particular attention to recipe specifications and portion control with a profound appreciation for superior preparation and presentation of simple ingredients.

## **WORK EXPERIENCE:**

**Culinary Trainee**                      **St. Vincent de Paul of Alameda County /Oakland, CA**                      **01/2015 – 03/2015**

- Assisted in preparing and serving 700 meals daily within a 2 hour period for SVdP Alameda's Dining Room.
- Participated in producing menu items for catering, special events and contract menus.
- Experienced at cooking methods including grilling, roasting, braising, and sautéing.
- Practiced food (time and temperature control) safety standards.
- Monitored proper kitchen safety including sanitation of food prep, work stations, utensils, dishware, and other kitchen equipment.

**Care Giver**                                      **Santa Rosa, CA**                                      **10/2009-4/2013**

- Provided full charge, 24 hour care of stroke patient.
- Checked vital signs, administered prescribed medications, maintained records, and discussed observations with case manager and physicians.
- Provided transportation, transfer, personal care, companionship, and housekeeping services.
- Planned, shopped for, prepared, and served nutritious meals and snacks according to special dietary needs and in keeping with physician's orders.

# Jorge Ruiz

14804 Martell Avenue San Leandro, CA 94578 | Contact phone: (415) 666-5044 | Email address: jorge.ruiz.1019@gmail.com

---

**Legal Assistant/Receptionist**      **Richard J. Meechan/Santa Rosa, CA**      **11/2006 – 09/2009**

- Organized and maintained law libraries, documents, and case files for busy law practice specializing in Workers' Comp services.
- Maintained office and court calendars, performed legal research, scheduled appointments, provided translation services, and arranged transportation for over 100 clients.
- Dealt directly with defense attorney's offices, case managers, medical/legal evaluation professionals and insurance companies as appropriate.

**Medical Receptionist**      **Occidental Area Health Center/Occidental, CA**      **1/2003-10/2006**

- Scheduled and confirmed appointments for 8 medical professionals.
- Prepared reports, invoices, financial statements, letters, case histories, correspondence files, and medical records for over 200 active patients.
- Performed intake of new patients and assisted patients with insurance and other claim forms.
- Chart and file preparation.
- Provided translation services.

**Retail Sales**      **Various/San Francisco Bay Area**      **1997 -2003**

- Sales representative and cashier.
- Quality assurance, customer service and satisfaction.
- Retail inventory and control.
- Receiving and stocking.

## EDUCATION & CERTIFICATION:

SVDP Alameda Kitchen of Champions Training Program, Oakland, CA		3/2015
SERVSafe Food Manager Certification		10/2014
Employability Skills	Certificate	10/2014
SERVSafe Food Handler Certification		7/2014
Jefferson HS, Daly City	HS Diploma	6/1997