

# RAYMONE GLAZE

1820 5<sup>th</sup> Ave #202  
Oakland, CA 94606  
(510) 328-8530  
(510) 407-7013

## Objective

To obtain a long-term prep cook or line cook position in a restaurant or other culinary establishment that will provide opportunities to continue developing skills

## Professional Experience

### *Culinary Trainee*

January 2015 – present

St. Vincent de Paul – Oakland, CA

- Prepared and served 700 meals daily for SVdP Alameda's Dining Room
- Participated in producing menu items for catering, special events and contract menus
- Demonstrated proficiency in grilling, roasting, braising, and sautéing
- Monitored proper kitchen safety including sanitation of food prep and other equipment
- Demonstrated a proactive attitude and willingness to learn and take on new challenges

### *Concessions Cashier*

June 2014 – present

Oventions at Oakland Coliseum – Oakland, CA

- Communicated with other staff and customers in a courteous and professional manner
- Followed proper food handling procedures in preparing and serving menu items
- Completed daily/weekly inventory sheets and restocked merchandise

### *Shipping & Receiving Clerk (Contract Position)*

January 2006 – April 2006

Google.com – Mountain View, CA

- Assembled and received orders efficiently
- Completed shipping and receiving reports, including reporting any damages and discrepancies
- Demonstrated professionalism in communications with all coworkers

### *Facilities Coordinator*

2003 – February 2005

Triangle Marketing – Oakland, CA

- Managed supplies and inventory, including lifting up to 60 lbs. for delivery
- Distributed mail and faxes within a company of more than 100 employees
- Maintained a log of incoming and outgoing deliveries and packages
- Arranged and set-up audio/visual (A/V), catering and facility needs for large meetings
- Took on special projects including storage room organization and developing new-hire packets

### *Customer Services Associate and Supply Coordinator*

2001 – 2003

Pitney Bowes – San Francisco, CA

- Managed the ordering and organizing of supplies
- Maintained all logs and reporting documentation as required
- Demonstrated proficiency in Microsoft office and spreadsheet development
- Satisfied all customers by drawing upon ten years of administrative and mailroom experience

## Education

University of Phoenix

February 2007

Bachelor of Arts – Business and Communications

## Volunteer Work

### *Girls' Basketball Coach*

November 2011 – April 2014

Catholic Youth Organization – Oakland, CA

### *After School Program Mentor*

1998 – 2009

Ella Hill Hutch Community Center – San Francisco, CA

## References

Available upon request