

**Edgar Chavez**  
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## **Education**

**Apollo High School – San Jose, CA**  
Diploma June 2011

## **Work Experience**

### **BILTMORE HOTEL & SUITES**

#### **Banquet Set Up**

Santa Clara, CA  
October 2013 – Nov 2014

- Properly clean and set meeting rooms and banquet functions per specifications on resume and BEOs or as given by banquet management including, but not limited to, vacuuming floors and cleaning walls and windows/mirrors.
- Ensure proper care, movement, storage of all equipment such as tables, chairs, risers, and dance floor lecterns is required.
- Ensure proper control and storage of meeting room supplies such as linen, pads, pens/pencils and candy, etc.
- Service every meeting room by emptying trash, removing dirty plates, cups, linens and glasses, and replace as necessary.
- Straighten all chairs. Replenish water requirements as specified or requested.
- On a continuous basis, keep service corridors, pre-function space, and storage areas clean, organized and unobstructed.
- Upon customer request, locate and deliver convention material to designated location.

## **Volunteer Experience**

### **Perks Café**

Sunnyvale, CA

- Portion and wrap the food, or place it directly on plates for service to patrons.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Package take-out foods or serve food to customers.

### **Paulina's Foods**

San Jose, CA

- Kitchen Helper, Clean and sanitize work areas, equipment, utensils, dishes, or silverware.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Portion and wrap the food, or place it directly on plates for service to patrons.
- Store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Make special dressings and sauces as condiments.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Package take-out foods or serve food to customers.
- Work on assembly lines adding cutlery, napkins, food, and other items to food cart.
- Operate cash register, handle money, and give correct change.

### **Goodwill**

Cupertino, CA

- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Clean display cases, shelves, and aisles.
- Pack customer purchases in bags
- Transport packages to customers' vehicles.

## **Achievements**

- Video Production Certificate
- Baking and Catering Certificate
- California Food Handler Certificate

Central County Occupational Center  
Central County Occupational Center  
ServSafe