

Karolyn Green

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OBJECTIVE

To obtain a challenging position with an organization that rewards performance with professional development opportunities

HIGHLIGHT of SKILLS

- Very dependable problem solver who is willing to go the extra mile to complete tasks on time
- Excellent team player, thrive in an independently environment as well
- Passionate about preparing and serving delicious food
- Able to work calmly in a fast-paced, intense environment
- Works collaborate easily with co-workers and also able to work independently
- Highly reliable self starter; can be counted on to complete assignments and meet deadlines
- Flexible, motivated and ambitious worker who is dedicated to excellence

WORK EXPERIENCE

Culinary Trainee

Saint Vincent de Paul, Oakland

10/14 to Present

- Assisted in preparing and serving 700+ meals daily for Saint Vincent de Paul 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

Transportation

Dumbarton Express/SFO Airporter/Durham Transportation 09/10 to 02/14

- Provided a reliable and safe transport service to people in the local area.
- Reported delays and accidents to controllers at head office.
- Prepared reports on incidents, hours worked, mileage, fuel consumption, and fares received.
- Responsible for regularly checking the condition & safety of the bus.

Teacher Assistant

Russ Elementary School, Hayward

09/08 to 06/10

- Provided support to children with mathematics, reading and writing on an individual, class or small group basis.
- Gave extra help to children with special needs or those for whom English is not their first language.
- Motivated and encouraged pupils.
- Helped with school events, trips and activities.

Bus Driver

Tri Delta Transit, Antioch

09/99 to 02/08

- Assisting disabled passengers with baggage onto the bus.
- Responsible for making sure passengers are safe and comfortable at all times.
- Collect the correct fares from passengers.
- Helping passengers with questions about their journey.

EDUCATION & CERTIFICATION

Kitchen of Champions Culinary Program, Oakland
Silicon Valley College
Independent Studies High School

SERVSafe Food Handler (pending) 2014
Medical Assistant 1999
High School Diploma 1995