

# 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	SERVSafe Food Handler (pending) 2014
Silicon Valley College	Medical Assistant 1999
Independent Studies High School	High School Diploma 1995