

# CATONYA JOHNSON

Phone: 707-655-1169

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Dear Prospective Employer,

Please accept this cover letter and my attached resume for the open position you may have available within your establishment. I have experience in a variety of fields. I would like to find a position within your company where I would have a positive impact on people, also to obtain and maintain a stable position that offers the opportunity to improve my current skills as well as to learn new skills.

In addition, I enjoy working in a fast-paced environment with people from diverse backgrounds. I am both thorough and efficient in my work; I believe that my work is a reflection of me.

After reviewing my resume, I am hoping you will contact me to schedule an interview. I may be reached at the telephone number as listed above. I thank you in advance for your consideration and I look forward to hearing from you.

Respectfully Submitted,

*Catonya Johnson*

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## QUALIFICATIONS:

Detail Oriented

Ability to Multi Task

Prep Cook/Food Handler

Serve Safe

Work with Diverse Populations

Waitress

## WORK EXPERIENCE:

### **Prep Cook /Food Handler| Alameda County IHSS Oakland, CA 2008 - Current**

- Assist in the preparation of meals by chopping vegetables, making salads, and putting together entrees for over 5000 people monthly. Baked cookies, cakes and other pastries for parties & events.
- Performs any combination of following duties to maintain kitchen work areas, sweeps and mops floors.
- Washes worktables, walls, refrigerators, washes pots, pans, and trays by hand.
- Use of a wide range of kitchen tools and utensils; include chopping knives and vegetable grinders.
- Tasks could include ensuring that leftover food is stored properly.
- Kitchen maintenance tasks such as emptying the trash and washing dishes.
- Transfers supplies and equipment between storage and work areas by hand or by use of hand truck.

### **Busser / Dishwasher / Waitress**

Oakland, CA

2005 - 2008

- Organized tables efficiently.
- Served water and refilled glasses as and when needed.
- Cleaned the dining area and serving stations.
- Assisted janitorial staff with trash removal.
- Greeted guests with / in the absence of the hostess.
- Ensured the timely delivery of food orders.
- Handed customers' queries and concerns efficiently.

### **Line Cook & Dishwasher**

Hayward, CA

2001 - 2005

- Able to prepare food according to food handler's guidelines.
- Knowledge of cooking procedures.
- Able to communicate with other cooks & Wait staff.
- Knowledge of safety rules for kitchen equipment.
- Knowledge of where and how everything is stored and correct temperature.
- Label and dated food. Stored & rotated food as needed.
- Follow opening and closing procedures.
- Able to work in a high pace and hot environment.
- Able to multi-task.
- Keep a clean, stocked and tidy workspace.
- Able to self-motivate in my work environment.

## EDUCATION HISTORY:

Civic- corps | High School Diploma | 2009