

Nicole Foster

Owner and Chef - Dine by Design Catering Company

Milpitas, CA

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I am a very good team player but I also work well independently. Working in a kitchen is my passion but I also have a love for working in an office. I take pride in my customer service and always put 100% in everything I do
Authorized to work in the US for any employer

WORK EXPERIENCE

Chef

Bright Horizons - Las Vegas, NV - February 2015 to Present

Responsibilities

Prep and prepared meals for 10 classrooms daily, created weekly menus, handled all inventory, followed FIFO, worked directly with vendors, budget control, quality control, cleaned and sanitized all kitchen and prep area

Accomplishments

maintained health and wellness standards, educated the children about food and the food groups, also challenged myself by being a one person team Monday thru Friday and succeeded 100%

Skills Used

knife skills, portion control, health and safety sanitations, kitchen manager skills as far as budget control, orders thru vendors, and followed FIFO

Owner and Chef

Dine by Design Catering Company - March 2012 to Present

Create menus, Catered to all types of events,
prep prepare and present food to events, and parties

Line Cook

Fresno State - September 2013 to January 2014

Preps and prepare meals for the university

CSR/Call Center

AIS market research - Fresno, CA - January 2011 to March 2013

Responsibilities

Handled a 12 line call system inbound and outbound calling conducted research surveys as well as tech-support

Accomplishments

I got recognition for the official amount of calls I made as well as good reports from clients

Skills Used

Great customer service great typing skills great computer skills

Line Chef/Catering

Dine by Design Catering Company - Fresno, CA - August 2012 to January 2013

Handle all orders, inventory, customer service, open and close the line
Caterings, out takes, prep, handled patient meals

11/2011 to 05/2013 Personal Chef Fresno, Ca
Created weekly menu's, prepped, prepared & plated all menu's

Sous Chef

Kaiser Hospital - Fresno, CA - August 2012 to January 2013

Responsibilities

Opened & Closed the line, handled all caterings, inventory, followed FIFO, trained new hires, prepped and prepared food while conducting great customer service, handled all patient meals, Controlled & reported all temps

Accomplishments

I made people feel very comfortable there, (patients, families, & staff) It was very rewarding for me and something I pride in.

Skills Used

Handling all orders for produce and product, training new staff on kitchen machines (meat slicer, etc) great customer service, set up the line and closed the line followed all procedures

Receptionist/Accounts Receivable/Data entry/Customer Service

Haley Tile Co - Clovis, CA - October 2004 to April 2009

Responsibilities

Handled a 10 line phone system worked with customers and clients by phone as well as in person handles all invoices and billing data entry filing copying and printing faxing

Accomplishments

was able to really gain the knowledge of the product that we were using and had the ability to explain to our clients with full confidence that they would go through our company

Skills Used

typing skills, computer skills, Microsoft excel and PowerPoint

EDUCATION

Associate of Science in Culinary Arts

Institute of Technology - Clovis, CA
March 2013

High School Diploma

Pershing High School - Fresno, CA

ADDITIONAL INFORMATION

SKILLS

- FOH experience
- BOH experience

- Prep Hot/Cold
- Catering setup / teardown
- Excellent communication skills

5 years experience in inbound/outbound calling

- 5 year experience in retail
- 5 years in cashier and cash handling positions
- 7 years' experience in the admin/clerical field/50 wpm
- 9 years' experience in caregiving/live in with Alzheimer/dementia patients