

Jayda Goode

Manager

Oakland, CA - Email me on Indeed: [indeed.com/r/Jayda-Goode/d022a597296532ee](https://www.indeed.com/r/Jayda-Goode/d022a597296532ee)

Seeking a fast paced position where I can use my management skills to increase company profits and grow with the company.

Authorized to work in the US for any employer

WORK EXPERIENCE

Grill Operator/ chef

PM

Chipotle Mexican Grill - San Rafael, CA - July 2015 to Present ^{3m}

Responsibilities

- *I have to assure all recipes are executed with perfection.
- *Always making sure that the line (FOH) never runs out of food.
- *Always assuring food safety, by checking temps of everything before cutting/ serving it.
- *Clean grill area and do complete restock of utensils every night before leaving for the AM grill operator.

Accomplishments

I learned my position in 2 days of training.

Skills Used

- *Leadership
- *taking initiative

Security Guard

Whelan event services - Oakland, CA - October 2014 to June 2015

Responsibilities

- * To guard theatre as a fire watch officer, assuring no fires had broken out.
- * Distribute keys to house workers (janitors, ushers, etc)
- * Crowd control
- * Place guards on post
- * write in times and duties of each person
- * House blackout. (turn off all lights in theatre and do rounds.)

Accomplishments

I made very strong connections with everyone from the owner of the theatre to the janitors.

Skills Used

- * management
- * time management
- * was shift lead
- * Leader in conflict resolution

Security Guard Officer

American guard services - Antioch, CA - October 2014 to April 2015

Responsibilities

To observe and report any suspicious activities. To do routine checks of perimeter.

Accomplishments

NONE, Which is one of the reasons i left the company, i felt like i wasn't able to be in a position to show the asset that im capable of being to a company

Skills Used

patrolling in car
making hourly reports.
Keeping building free of vandals

Security guard

Admiral Security - Concord, CA - June 2013 to August 2014

Responsibilities

Guard items usually at high end retail locations.
To observe and report any suspicious activities to proper authorities.

Accomplishments

i received two outstanding employee awards for my boundless work ethic.

Skills Used

I had to be very alert, aware, and observant of my surroundings at all times.

Manager

SBS Management - Antioch, CA - May 2011 to September 2011

Fastest growing and most profitable manager

- Oversaw merchandise totaling up to \$10,000
- Taught over 100 trainees marketing, sales, and customer service skills
- Sold products directly to customers
- Practiced clerical skills such as billing, answering phones, basic accounting practices, etc.

Receptionist

Broussard Chiropractic - Brentwood, CA - May 2010 to September 2010

Responsible for medical files, both soft and hard copies

- Scheduled appointments and answered phones
- Handled customer transactions (both cash and credit)
- Maintained cleanliness and organization of office and files
- Ran errands as needed
- Worked as a part of a three-person team

Pool Team Member

McClymonds High School - Oakland, CA - June 2005 to 2010

Shadowed life guards and maintained safety of pool area

- Taught swim lessons to children ages three to 16 years old
- Collected payment from members
- Cleaned pool deck and organized pool supplies
- Organized picnics for pool staff
- Captain of competitive swim team
- Worked as a part of a 10-person team

EDUCATION

GED

Fremont Adult School - Fremont, CA

Cosmetology

Laney College - Oakland, CA

ADDITIONAL INFORMATION

- Welding training, The Crucible, Oakland, CA
- Radio engineering, The Lovelife Foundation, San Francisco, CA
- Security Guard Card, The Loss Prevention Group, Oakland, CA
- Green Technology certificate, Going Green, Antioch, CA