

CHESTER N. MILLER

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Berkeley, CA 94703

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SUMMARY OF QUALIFICATIONS:

- Institutional and restaurant management experience
- As a member of the U.S. Navy, demonstrated ability to organize and manage projects, handled administrative duties: ordered supplies, performed inventory duties, scheduled staff and directed service personnel and in daily activities
- Successfully completed coursework in full-cycle accounting and payroll
- Excellent interpersonal skills, ability to work independently and with a team
- Proficiency in the Microsoft Office Suite, Timberline Precision Estimating and Suretrak Project Management, Windows Vista, Windows 98, Internet and email
- Over 20 years of cooking and restaurant experience
 - Menu development
 - Sauté /broiler/prep/pantry
- Excellent communication skills; strong presentation skills and customer relation ability
- Experience in training, scheduling and supervision of staff
- Able to work under pressure, prioritize tasks and meet demands of fast paced settings; solid multi-tasking skills

WORK EXPERIENCE:

Danny's Kitchen (Howard Johnson Hotel), Vallejo CA

May 2010- October 2010

Cook

- Prepared main entrees from breakfast menu
- Assisted head chef in the preparation of breakfast and lunch
- Maintained cleanliness of kitchen according to County Department of Health Standards

University of California, Berkeley CA

September 2008- June 2009

Cook

- Prepared main entrees in high volume
- Developed recipes for main and special dietary menus
- Maintained cleanliness of kitchen according to County Department of Health Standards

Pride Industries, Fairfield CA

February 2002- January 2007

Cook II

- Prepared and served 200-400 military and veteran personnel three meals per day at Travis U.S. Air Force Base
- Maintained cleanliness of kitchen area according to County Department of Health standards

EDUCATION:

Herald College, San Francisco, CA

April 2013

Business Accounting Diploma

Contra Costa College, San Pablo, CA

August 2009- May 2010

Business Administration Courses

Principles, Law and Practice of Real Estate

Turnkey Construction Management Institute, Castro Valley, CA

2007

Certificate: Construction Estimator / Project Management, Timberline Estimating

California Culinary Academy, San Francisco, CA

August 2002

Associate in Science Degree: Culinary Arts

MILITARY EXPERIENCE:

United States Navy- Honorable Discharge

1985-1995

Leader Development, Mess Management