

James Dunn

8442 Lowell Ave #43C
Overland Park, KS 66212
913-708-3216
Jadunn2020@yahoo.com

OBJECTIVE

Seeking a challenging position that utilizes my culinary experience and offers advancement opportunities within the organization

Technical Skills

- - Culinary math and cost control
 - Recipe conversion
 - Recipe costing
 - Intro to food cost management
 - Trained in kitchen safety, sanitation and health
 - Classic and common knife cuts
 - Baking and Pastry fundamentals
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EDUCATION

L'École Culinaire, Kansas City, MO 08/2015 – 05/2016
Diploma Program – Culinary Fundamentals
Graduated 05/30/2016

EMPLOYMENT HISTORY

Goodyear Wholesale Tire Center, North Kansas City, MO 07/2007 – 12/2014
Office Administration

- Tracking of all daily invoices
- Accounts receivable and daily invoice processing
- Processing of weekly payroll
- Daily bank deposits
- Set up new accounts for corporate credit center
- Input new accounts information in data system
- Assist customers with company website, password reset
- Handle incoming calls
- Point of sale, sales and returns
- Received incoming shipments and enter in system
- Handle FedEx labels for shipping orders
- Trained new employees on operating systems and product knowledge

Goodyear Tire & Rubber Co, Lenexa, KS 08/2001 – 07/2007

Retail Sales Manager

- Product Sales
- Answer calls and get customers to come to store
- Schedule installation appointments
- Educate and assist customers in making informed purchase decisions
- Write service estimates
- Run end of day reports and make bank deposits
- Manage show room floor stock and appearance

IHop, Overland Park, KS 1975
Prep Cook

Sambos, Mission, KS 1974 – 1975
Prep Cook