

# James Dunn

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## **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

**REFERENCES:** *Furnished upon request*