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#### OBJECTIVE

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To obtain a position within a professional organization utilizing my specialized skills to promote a healthy & safe environment while serving the needs of customers

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#### EDUCATION

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**Jamaica School of Business** Kingston, Jamaica  
Diploma in Secretary and Administration, 1981

**Drake College of Business** Elizabeth, NJ  
Certified Medical Assistant, 2008

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#### EXPERIENCE

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**Cook** 01/ 2014- 12/2015  
Nina Luna Party Planning and Catering , Iselin, NJ  
❖ Prepare Caribbean/ American meals for events, parties and business meetings  
❖ Produce visually appealing and good tasting food for customers  
❖ Input and organize menus  
❖ Maintain cleanliness of kitchen and food storage area  
❖ Accommodate special dietary needs and allergies  
❖ Order food and stock inventory of products

**Food Services Worker** 10/2010-06/2013  
Sodexo, Inc., Piscataway, NJ **Piscataway High school**  
❖ Prepare and serve lunch to children from elementary school to high school  
❖ File production records and perform inventory of product  
❖ Manage cash register

**Medical Receptionist** 2008-2011  
P.M Care Dyer Medical Center (Dr. Frantz Jasmin), Bronx, NY  
❖ File and update patients' records  
❖ Answer phones and confirm /schedule appointments  
❖ Contact insurance companies to verify patients' insurance eligibility  
❖ Responsible for filing and maintaining patients' charts

**Medical Assistant** 05/2008-09/2008  
Dr. Alexander Karpenos, Edison, NJ  
❖ Answer phones, schedule appointments and resolve complaints  
❖ Perform EKG's  
❖ Obtain, record and monitor patients vital signs  
❖ Update and maintain patients' medical records and charts  
❖ Perform Electronic Medical Billing and Coding  
❖ Execute various office duties (i.e., mailing, faxing and filing)

**Café Manager** 07/2004- 08/2007  
Hilton Woodbridge, Iselin, NJ

- ❖ Provide excellent customer service and resolve customer complaints
- ❖ Responsible for daily bank deposits and cash registry management
- ❖ Assist customers with beverage/food orders
- ❖ Assist Chef in preparing food in the Hilton Hotel for events
- ❖ Supervise workers and delegate job responsibilities at start of shift

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#### SKILLS

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- ❖ Trilingual (French, Creole, and English)
- ❖ Creativity and Imagination for food presentation
- ❖ Capable of reading and understanding cooking procedures
- ❖ Attentiveness to details

**References available upon request**