

Michaëlle A. Jean-François
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OBJECTIVE

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

EDUCATION

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

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

EXPERIENCE

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

SKILLS

- ❖ 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