

# CeAsia Williams

---

Houston, Tx | (281) 571-6604 | ceasia91@gmail.com

## Objective

To secure a position as a Kitchen Manager or Pastry cook in order to utilize my leadership and interpersonal skills, while maintaining a motivated and goal-oriented environment.

## Education

**ASSOCIATES OF APPLIED SCIENCE | 07/2013 | ART INSTITUTE OF HOUSTON**

- Major: Baking & Pastry

## Experience

**KITCHEN MANAGER | GLOWZONE | 12/2018-02/2019**

- Supervised and supported a kitchen staff.
- Communicated clearly so staff know and understand what is going on
- Recruitment responsibilities and scheduling staff shifts
- Coordinated food and beverage orders; in charge placing and canceling orders as needed
- Managed all inventory and stocking of my kitchen items
- Established portion sizes to new menu items
- Priced menu items in collaboration with General Manager and Owner
- Checked food temperatures, maintained a clean a sanitized workspace
- Provided excellent customer service.

**LEAD COOK | SODEXO | 08/2018-12/2018**

- Prepared food; and assist in managing when needed
- Trained new employees and temps
- Handled inventory
- In charge of assigning next day preparatory and cleaning shifts
- Multitasking to perform various cooking and managing duties
- Showing commitment to food safety guidelines and focusing on teamwork to maintain an operational flow in the kitchen
- Keeping a steady flow of communication while loading and unloading food.

**CATERER/SERVER | VIKI HALL STAFFING | 02/2018-08/2018**

- Checked in with Manager for assigned stations, opening and closing duties
- Communicates with guests and co-workers in friendly and professional manner
- Answered questions regarding food and beverages; made sure proper sanitation and food handling procedures were followed
- Set-up, organize, maintain, and break down every event attended
- Reports to property and private settings on time and in proper uniform