

CARRIE NORMAN

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OBJECTIVE

To continue my career with an organization that will employ my commitment to outstanding customer service, quality food service and the opportunity to exhibit great communication skills

PROFILE

- Self- motivated, organized, dependable, and reliable; ability to complete task and apply procedures
- Customer Service/Problem Solving/Sales and computer literate; conscientious, dependable, enthusiastic worker
- Ability to perform with little or no instructions; 10 plus years of professional culinary and food service experience

PROFESSIONAL EXPERIENCE

Highly skilled in performing task needed to set tables for up to a nine course meal
Ability to work FRONT and BACK of the house with ability to set up and supervise buffets
Highly skilled at arranging and presenting food in a manner pleasing to the eye
Highly experienced in performing major and general maintenance on kitchen equipment and supplies
Knowledge of various types of meats and their cooking times; grilled and garnished hamburgers, steaks and chops
Record of following best hygiene and sanitation practices aimed at providing quality food services and following HIPAA standards, rules and regulations
Performed major and general cleaning activities of equipment, counters, tables and work areas

WORK EXPERIENCE

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|--|------------------------------------|----------------|
| SPECTRA Ovation Fanfare LP DBA Spectra Food Service & Hospitality North Lutz, FL | Concession Cook/Cashier/Runner | 2015 - 2016 |
| Culinary Staffing of America Visalia, CA | Chef Assistant –Prep Cook - Server | 2013 – Present |
| Phillip and Amy Jaynes Elk Grove, CA | Home Health Care Provider | 2011 - 2012 |
| Total Success Services San Bruno, CA | Chef Assistant – Prep Cook- Server | 2002 – 2007 |
| US Government (IRS) Oakland, CA | Tax Auditor – Examiner Retired | 1974 - 2004 |

EDUCATION

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| Associate of Arts Degree (AA Heald College- Medical Insurance Billing and Coding | 2011 – 2012 |
| Associate Applied Science Degree (AAS) Heald College-Medical Insurance Billing Coding | 2010 – 2011 |

AWARDS AND ACCOMPLISHMENTS

Heald College Director's Award GPA 4.0
Federal Service Completed – Recognition Award above Average Performance
Adopt a School Program Award