

Mytishea N. Sinclair

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PROFESSIONAL PROFILE

Presently seeking a position where my talents, work ethic, leadership, and excellent communications skills can be utilized and improved. Highly motivated, dependable individual with proven ability to encourage and work effectively with persons from other cultures and backgrounds. Team player with effective interpersonal communication skills and a positive attitude.

SKILLS AND ABILITIES

- Excellent customer service and organizational skills
- Strong office and interpersonal skills
- Exceptional computer software abilities
- Knowledge of MS Office/10-key
- Certified Food Handler
- Outstanding leadership abilities, honest and hardworking
- Able to work independently and as part of a team
- Dedicated to the highest quality of work
- Able to work as a leader and as part of a team
- Self-motivated, trustworthy reliable and prompt
- Dedicated to the highest quality of work
- Willing to do extra tasks to get the job done
- Great attitude, positive outlook
- Reliable, prompt, adhering to timelines
- Neat, efficient and thorough
- Well organized, determined and creative

DUTIES

- Assumed 100% responsibility for quality of products served.
- Complied consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocked and maintained sufficient levels of food products to ensure a smooth service period.
- Portioned food products prior to cooking according to standard portion sizes and recipe specifications.
- Wrote and completed a daily prep list.
- Maintained a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Prepared items for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Followed proper plate presentation and garnish set up for all dishes.
- Scheduled client appointments and maintained calendar.
- Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer
- Reviewed files, records, and other documents to obtain information to respond to requests
- Interacted daily with the public and others establishing communication.

WORK EXPERIENCE

Marvin Elementary School	Los Angeles, CA	Teacher's Assistant	2016 to Present
Mytishea's Childcare	Los Angeles, CA	Child Care Provider	2015 to Present
Mytishea's Styling Services	Los Angeles, CA	Hair Stylist	2008 to 2013
Vista Del Mar	Los Angeles, CA	Residential Counselor	2006 to 2008

EDUCATION

Los Angeles Trade Technical College	Los Angeles, California
• Certificate - Culinary Arts	2016
• Certificate - Front/Back of the House Management	2015
• Certificate - Bartending	
• Certificate - Restaurant Management	
• Certificate - Nutrition	
• Certificate - Cosmetology	2001

ICDC College

• Certificate - Massage Therapy	Los Angeles, California
	2004

Fairfax High School

• Diploma	Los Angeles, California
	1996

Multiple Choice (1 point each)

13

- 1) A gallon is equal to _____ ounces
 - a. 56
 - b. 145
 - c. 32
 - d. 128
- 2) Mesclun are what type of vegetable?
 - a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- 3) What does the term braise mean?
 - a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
 - a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- 5) How do you blanche vegetables?
 - a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
 - a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- 7) What is Al Dente?
 - a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- 8) Food should be left out no more than
 - a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

Prep Cooks Test

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) SALT & PEPPER are the basic seasoning ingredients for all savory recipes.

20) MINCE : to cut into very small pieces when uniformity of size and shape is not important.

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