

ALEXANDER B. CARPIO

OBJECTIVE

A position where previous experience and education can be fully utilized with opportunity for advancement.

SUMMARY OF QUALIFICATIONS

- Injections
- Vital Signs
- Urinalysis
- EKG
- CPR Certified and First Aid
- Audiometry
- Spirometry
- Phlebotomy
- Laboratory Procedures
- UPS HAZMAT Certified
- Vital Signs
- Bandaging
- Specimen Collection
- Telephone Etiquette
- CPT- ICD9 Coding
- Trained in FedEx online shipping
- Billing
- Typing 50-60 WMP
- Customer Service Skills
- Excellent Communication Skills
- Knife Skills
- Meal Preparation & Presentation
- Basic Kitchen Procedures (Stocks, Sautee, Sauces, Broil, fry, etc.)
- Nutrition Balancing in meals and menu items
- Sanitation Practices
- Large volume food production
- Work well under pressure
- able to multi-task and work multiple stations

EDUCATION

[09/10- 6/12] Los Angeles Mission College Culinary Program
Sylmar, CA

ServSafe Certificate
NRA Nutrition Certificate
NRA Food Production Certificate
NRA Customer Service Certificate
NRA Hospitality Certificate

[01/06- 09/06] Kaplan College Panorama City, CA
Medical Assistant Certificate

PROFESSIONAL EXPERIENCE

[06/2016-10/2016]

Ironside, San Diego, CA

Line Cook

- Prepped for and executed multiple stations including sauté, pantry, broil, and fry. Maintained high level sanitation practices. Consistently prepared 150+ entrees to guests' satisfaction per shift. Demonstrated proper ServSafe techniques and strict health code practices. Set up stations and collect all necessary ingredients and equipment to prepare menu for service. Cover, date, and correctly store all food prep items. Closed kitchen stations properly following the closing checklist. Served menu items compliant with established standards. Accurately prepared food items according to specific standardized recipes

[08/16-02/17]

SAVI PRODUCTIONS

Head of Catering Operations

- Maintained food costs and executed sanitation standards. Oversaw catering operations for events for pilot shows. (Sushi Smackdown, Margarita Shakedown, etc.) Outsourced local cooks and chefs to execute events for 150 + people. Created menu items based on the event type. Competed in the pilot show, Sushi Smackdown, which was held in different states.

[02/15-present]

NIYA Restaurant, Inc. Orcutt, CA

Executive Chef/ Owner

- Maintained food costs and executed sanitation standards. Oversaw restaurant operations including kitchen and beverage facilities. Conducted daily preparatory meetings with entire staff regarding standards, daily and seasonal menu changes, etc. Supervised quality control, budgeting, purchasing materials, vendor negotiations, new employee hires, and terminations. Designed menus based on seasonal and sustainable items. Estimated food consumption and appropriately price menu items to cost-effectively utilize the ingredients. Monitored actions of employees to ensure health and safety standards are maintained. Recorded daily and monthly purchases and labor reports to ensure target numbers are met. Break down proteins such as pork, beef, chicken, and fish from whole. Maintained Sushi bar prep including rice, whole fish (yellowtail, red snapper, bluefin tuna, etc) sauces, etc

[07/14-01/15]

Tipple and Brine Sherman Oaks, CA

Sous Chef

- Prepped for and executed multiple stations in a fast paced kitchen (200-300) covers. Excelled in producing consistent quality food and followed recipes accordingly and precisely. Worked multiple stations including fry, proteins (sauté) apps and entrée sets (sauté), pastry and garde manger. Followed and practiced proper sanitary procedures. Followed Chef's instructions accurately. Placed daily orders and documented daily and monthly inventory. Filled daily prep sheets and designated tasks to multiple cooks. Organized walk-in and ensured prep is labeled accordingly by date and time.

[04/14-07/14]

Public School 805 Thousand Oaks, CA

Line Cook

- Prepped for and executed multiple stations including sauté, pantry, broil, and pizza. Maintained high level sanitation practices. Consistently prepared 150+ entrees to guests' satisfaction per shift. Demonstrated proper ServSafe techniques and strict health code practices. Set up stations and collect all necessary ingredients and equipment to prepare menu for service. Cover, date, and correctly store all food prep items. Closed kitchen stations properly following the closing checklist. Served menu items compliant with established standards. Accurately prepared food items according to specific standardized recipes

[05/12-04/14}

Roy's Hawaiian Fusion Restaurant

Line Cook

- Prepped for and executed multiple stations including sauté, fish, pantry, broil, sushi, expo and pastry. Maintained high level sanitation practices. Assisted with menu development including daily or monthly specials. Consistently prepared 150 to 300 entrees to guests' satisfaction per shift. Demonstrated proper ServSafe techniques and strict health code practices. Fabricated and portioned fresh fish daily including salmon, big eye tuna, snapper, etc. Set up stations and collect all necessary ingredients and equipment to prepare menu for service. Cover, date, and correctly store all food prep items. Closed kitchen stations properly following the closing checklist. Served menu items compliant with established standards. Accurately prepared food items according to specific standardized recipes.

[08/08-01/10]

Chemsil Silicones, Inc. Chatsworth, CA

QC Technician

- Perform analysis of finished products, in process and raw materials to check characteristics against test specifications to assure quality prior to

shipment. Operate QC instrumentation in a safe and professional manner. Notify QA manager of unusual product observations or analytical results, during analysis or sample handling to ensure potential quality issues identified, reviewed and resolved prior to release of products. Perform necessary calculations and adjustments for batches in need. Properly entered QC results into the inventory management system. Close batch tickets electronically in the inventory management system and properly reconcile the raw materials used in each batch. Maintain an orderly safe work area. Maintain a retrievable and retraceable system of quality documentation and related items along with the inventory control samples. Comply with GMP and OSHA procedures.

[08/08-01/10]

Chemsil Silicones, Inc. Chatsworth, CA

Technical Services Manager

- Fill requests for samples. Maintain sample inventory. Package and ship samples in accordance with HAZMAT requirements using UPS Worldship software and FedEx online shipping. Ensure all appropriate paperwork (i.e. MSDS, CoFA's) accompanies shipments of samples. Prepare Certificate of Analysis for relabeled products. Maintain a current library of Material Safety Data Sheets. Provide Certificate of Analysis upon customer requests. Provide weekly reports to management of sample activity. Assist any and all departments when needed, or as assigned by the General Manager or President of the company.

[01/08-06/08]

Majesty Home Health Northridge, CA

Technical Quality Assurance (Medical Records Dept.)

- Received and entered nurse's notes into daily logbook before filing into patient's chart. Received physician's orders (lab work, care plan for specific patient) via mail or fax. Troubleshoot with missing and incorrect documents including nurse's route sheets, notes, and etc.

[08/06-01/08]

Specialty Laboratories Valencia, CA

Specimen Coordinator (Specimen Entry Dept.)

- Accurately entered patient information (electronic and manual orders) into database. Properly entered specific tests into system according to physician's requests. Labeled specimens according to which specific test is ordered. Delivered specimens to various departments. Processed labeled specimens through sorting machines. Processed an average of 400 specimens per shift.

[03/04-08/06]

Quest Diagnostics Tarzana, CA

Specimen Processor (Specimen Entry Dept.)

- Transferred patient information from requisition into database; Entered appropriate tests according to physician's requests. Labeled specimens and test tubes before sending them to appropriate departments. Processed an average of 350 specimens a day. Centrifuged whole blood test tubes accordingly.

	<p><i>Customer Service Representative (Client Services Dept.)</i></p> <ul style="list-style-type: none"> Assisted clients daily with inquiries they have, answered high volume of calls. Provided test codes and specimen requirements for clients, Provided patient results through fax and printer upon request. <p>[11/02-04/03] Bargain Network Santa Barbara, CA</p> <p><i>Telesales Representative (Sales Dept.)</i></p> <ul style="list-style-type: none"> Provided customers with company services. Assisted customers with inquiries they have (including specific information on company product) , answered high volume of calls. Entered payment information and customer information into database. <p>[7/00-11/02] Burger King, Inc. Santa Maria, CA</p> <p><i>Line Cook, Drive-Thru and Front Cashier</i></p> <ul style="list-style-type: none"> Prepared high-volume orders and worked in Fry, Broiler and Prep stations. Conducted Quality Control and Inventory Control. Maintained product knowledge for customers. Accurately counted money in cash drawers before and after shifts to ensure adequate cash and coins are available and ensure amounts reflect customer orders in the system. Accurately placed customer orders in the system. Ensured customers received correct orders. Expedited orders to customers.
AWARDS RECEIVED	
	Maric College- President's List (3.7- 4.0 GPA)