

# Amelia Mayo

Advanced Culinary Arts Graduate  
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## PURPOSE

Passionate and certified cook seeking a position where I can commit to workplace values and deliver exceptional food services.

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## CERTIFICATIONS

- Advanced Culinary Certificate of Completion
- Food Handlers Card
- ServSafe Certification
- ServSafe Alcohol Certification
- Manage First Purchasing Certification

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## AREAS OF EXPERTISE

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|--|-------------------------------------|--------------------------|
| • Knife skills: dice/mince/julienne/chiffonade                 | Excellent plate presentation skills | On-time and dependable   |
| • Knowledge of specific herbs, spices, and wine prep           | Great listening skills              | Fruit/Vegetable wash and |
| • Ability to execute orders quickly                            | Salad prep and dressing             | Inventory/ Quality       |
| Control  |                                     |                          |
| • Follow proper sanitation and hygiene protocol and sub sauces | Work well under pressure            | Mother sauces            |
| • Operate dishwashing machine                                  | Preparation of appetizers/canapés   | Operate grill and deep   |
| fryer  |                                     |                          |
| • Baking breads, pastries, and cakes                           | Design and plating of desserts      |                          |

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## EXPERIENCE

**Prep Cook**, Treasure Island Job Corps Center Cafeteria, San Francisco CA **September 2016 – Present**

- Delivered outstanding service to guests at regular meals as well as events.
- Properly prepared and stored menu items according to standards.
- Managed orders in a timely and efficient manner.
- Utilized personal protective equipment.
- Followed all health and safety standards.

**Prep Cook**, Chili's, Layton UT **November 2015 – February 2016**

- Properly prepared and stored menu items according to standards.
- Portioning Food
- Followed all health and safety standards.

**Assistant Kitchen Manager**, Clearfield Job Corps Center, Clearfield UT **September 2015 – November 2015**

- Assisted the kitchen manager by keeping order in the culinary fine dining class.
- Helped students make required dishes.
- Gave tours of all our classes twice a week to promote the culinary arts program.
- Followed all health and safety standards.

**Director & Female Dorm Representative**, Clearfield Job Corps Center, Clearfield UT **April 2015 – September 2015**

- Represented the female dorms on campus by working together to find solutions to their problems.
- Acted as the CEO's vice president in leadership
- Helped organize events and participated in volunteer opportunities
- Visited classes to speak to new students on campus about what to expect at Job Corps and answered their questions.
- Evaluated students' performance

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## Assistant to General Manager, Walnut Creek CA

September 2012 – June 2013

- Assisted General Manager with various projects
- Trained new employees on all functions of the restaurant such as cooking, prepping, baking, closing, bussing, running food, managing the till, and keeping track of inventory.
- Managing the InTouch POS system
- Gave iPad presentations displaying our menu items to groups of new customers.
- Followed all health and safety standards.

## EDUCATION

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### Advanced Culinary Training, Treasure Island Job Corps, San Francisco, CA

February 2016 – Present

- Identified how to follow all company safety and security policies and procedures.
- Determined necessary procedures for preparing and cooking food according to standards.
- Established strong communication skills.
- Interacted with classmates to ensure excellent production and service.
- Demonstrated ownership of a station including stocking, setting up and breaking down.
- Created and executed a menu.
- Serviced visitors in casual and fine dining restaurants and catered events.
- Developed clean and professional image.
- Gained extensive knowledge in how to use kitchen equipment.

### Basic Culinary Training, Clearfield Job Corps Center

March 2015 – February 2016

- Experience baking cakes, pastries, pies, cookies
- Knowledge of cooking various types of meat properly
- Able to read and follow a recipe
- Decoration and preparation of food to appeal to customer needs
- Knowledge of catering, banquet and restaurant style food service
- Knowledge of machines, tools and utensils
- Basic and Advanced Leadership Training
- Customer Service Training
- Experience with hosting and serving
- Experience in restaurant management
- Knowledge of creating schedules and training new employees

### PennFoster, Clearfield UT

January 2016

- High School Diploma