

Leona Yungin

San Francisco

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Objective

To secure a position as a Prep Cook.

Skills

- Preparation of Stocks, Sauces, Roux, and Dressings
- Grilling, Sautéing, and Deep Frying
- Vegetarian and Vegan meals
- Knowledgeable of kitchen equipment and terms
- Plate presentation
- Knife skills
- Practice good teamwork skills and professionalism
- Food safety and sanitation

Professional Training

CHFS Culinary Program: San Francisco, CA, July 2016 - January 2017
Food Handler Card; Expiration, July 2019

Strengths

- Strong written and verbal communication skills, with an eye for detail
- Extremely productive in a high volume, high stress, environment
- Can work proficiently in a team setting and on an individual basis
- Deal with a diverse customer population
- Cooperative and flexible

Employment History

Prep Cook, 4/2017 - Present

Acrobot Outsourcing, San Francisco, Ca

Practice food safety and sanitation, preparation of vegetables, stocks, and sauces; knife skills, plate presentation, and practice of good teamwork skills and professionalism.

Dorm Supervisor, 05/2009 - 06/2013

Treasure Island Job Corps Center, San Francisco, Ca

Supervised staff of five, ensured the dorm ran efficiently, oversee and kept dorms a safe and healthy place for the resident students, prepared and managed the dorm budget for maintenance and activities, and maintained dorm rules and regulations.

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Human Resources Specialist, 10/2003 - 05/2009

Treasure Island Job Corps Center, San Francisco, Ca

Prepared reports for the Department of Labor and other federal and state agencies and district personnel, maintained and updated all control files, coordinated training of district office and school-based personnel in the understanding and utilization of personnel and payroll information process, coordinated work flow and procedures between Human Resources, Payroll, Employee Benefits, and Budget/Bookkeeping and acted as liaison between Human Resources and other offices.

CNA/Lead Medical Secretary, 05/2000 - 10/2003

Treasure Island Job Corps Center, San Francisco, Ca

Scheduled and confirmed patient appointments, compile and record medical charts, and reports, received and routed messages and documents such as laboratory results to appropriate staff, greeted visitors, maintained medical records, operated office equipment, use word processing, and spreadsheet, to prepare reports, invoices, and financial statements and performed various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.

Education

Contra Costa Community College, San Pablo, CA
Psychology A.S. Degree

June 1997