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PROFESSIONAL PROFILE

Bright, highly organized, dedicated and committed to professionalism. Excellent written and oral interpersonal communication skills. Self-sufficient: ability to work with or without supervision. Take direction and follow through to completion. Problem solver and team player with proven leadership qualities. Ability to handle multiple assignments in highly pressured situations and consistently meet strict deadline schedules.

PROFICIENT IN:

Bilingual (Conversational), Knowledge of State of Colorado and Federal Regulations that pertain to all public assistance programs (SNAP, Medicaid, Long-Term Care, Cash), State of Colorado Computer Software: CBMS, DOLE, EBT, Account Receivables, Account Payables, Collections, Donor Relations, Customer Relations, and Database Management: Donor Perfect Online, Constant Contact, Eventbrite, File Maker Pro, M.Y.O.B., QuickBooks, iMIS, Peachtree, Axapta, ECI-DDMS, Raiser's Edge, Maximizer, Social Media, Microsoft Office, Adobe Photoshop, 10-Key, Transcription, Faxing, Filing, Photocopying, Type 52 WPM (no errors), Professional and Legal Correspondence and Documents, Personnel Training, Interviewing, Supervising Staff with Diverse Backgrounds. Culinary skills include knife, preparation and cooking for up to 600+ people with limited staff, ServSafe, TAP, Baking and Pastry.

EXPERIENCE:

April 2015-May 2017

Quality Assurance and Compliance Specialist – Arapahoe County Department of Human Services - Operations, Aurora CO

Review a pre-selected amount of cases each month that were previously processed by Program Specialists. Main duties included complete review of application and any supporting documents provided by client for period under review. Reviewed case files for accuracy in approval or denial of federal benefits ensuring that clients received correct benefits, and made sure that cases were processed correctly if denied. Had complete understanding of federal and state regulations as they pertained to SNAP, Medicaid, Long-Term Care and Cash Programs (TANF, OAP: Old Age Pension). Case review error rate average in second year of employment was 99.4%-99.8% accurate, with the last three months of employment at 100% accurate. Also assisted in Program Specialist trainings by explaining the Quality Assurance process to new workers and how duties and their actions for job can affect the QA process, and how approvals and denials would affect state and federal reporting results. Participated in multiple meetings, webinars, and trainings each week in order to remain up-to-date on all federal and state rules regarding programs that I was responsible for reviewing.

August 2015-April 2017

Database Manager (Contract) – Dr. Antronette K Yancey and Darlene Edgley Fellowship, Los Angeles, CA

Contracted Database Manager for small non-profit. Responsibilities included, but were not limited to: Set-up and weekly maintenance of Donor Perfect Online, which included gift acknowledgements and year-end acknowledgements. Email campaigns created and managed through Constant Contact, with all events being created and managed through Eventbrite.

February 2012-Present

April 1999-December 2005

Chef/Owner - Comida Para Ti, Aurora CO (February 2012 to May 2017)

Personal Chef for clientele in Arapahoe and Denver Counties in Colorado serving items from both the savory and sweet kitchen. Events have included, but not limited to the following: Weddings, anniversaries, graduation parties and office catered events.

Chef/Owner - Comida Para Ti, Los Angeles, CA (April 1999-December 2005 and

August 2017-Present

Personal chef and caterer for clientele in Los Angeles County servings items from both the savory and sweet kitchen. Events have included, but were not limited to the following: Weddings, pre-screening and post-screening receptions, anniversary parties, post-show celebrity receptions, non-profit business lunches & dinners.

Continued Resume
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June 2010-April 2015

Program Specialist-Arapahoe County Department of Human Services-CCSS-Aurora, CO
Assisted clients with completion of applications for public assistance benefits in English and Spanish when Intake Department needed assistance (November 2010-December 2010). With past and current processing of applications, redeterminations, reassessments, advise clients of their rights and responsibilities; send appropriate notices to clients for action taken on cases. Determine eligibility for public assistance utilizing all computer programs provided: CBMS, DOLE, System Interfaces with outside agencies, Work Number and any other resources provided. Manage an on-going case load of 2000 + client files (some clients may overlap due to multiple program participation). Coordinate and direct clients to get necessary verifications into office to complete case processing. Follow-up with clients and reevaluate their eligibility status. Process changes reported on cases through phone, mail and personal contact. Develops and maintains good communications with all supervisors, co-workers, clients and outside agencies. Process changes to client cases within mandated deadlines. Attends training to maintain and enhance knowledge and professionalism.

January 2010-June 2010

Bookkeeper/Office Assistant-Accountemps-Aurora, CO

Temporary assignment: Full-Service Association Management Service Firm: Usage of QuickBooks Online Plus and iMIS (Membership, Fundraising & Management Solution Software). Duties included but were not limited to: A/P, A/R, data entry of membership, journal entries, reconciliation, chart of account clean up, consolidation and creation of new categories and correcting miscategorized A/P entries for international dental fraternity.

Data Entry Clerk (Accounting)-Accountemps-Aurora, CO

Temporary assignment: National office supply distributor: Usage of Axapta (Microsoft Office Business Solution Software) and ECi-DDMS (Office Supply Distributor Software). Batching and posting payments to A/R, researching payment and client information.

Data Entry Clerk (Accounting)-Accountemps-Aurora, CO

Temporary assignment: Aurora based beauty product distributor. Peachtree Quantum 2010 (Accountant's Edition). Data entry included, but was not limited to payroll and general journal entries for system conversion from Quickbooks to Peachtree.

Accounts Receivables Clerk-Accountemps- Aurora, CO

Temporary assignment: A/R and A/P for Attorney whose practice includes, Immigration, Bankruptcy and Corporate Law in Aurora, CO. Daily duties included, but were not limited to: A/R, A/P, office organization, answering phones, paralegal work and other duties as assigned.

January 2009-June 2009

Full-Time Student – Los Angeles City College, Los Angeles, CA

April 2003-February 2009

Bookkeeper - Hammer Creative Advertising, Hollywood, CA

Responsibilities included but were not limited to A/R, A/P, G/L, journal entries, client invoicing, bank reconciliation, petty cash, year-end close, maintaining vendor and client files for accounting department and miscellaneous projects as delegated by controller.

June 2002 – April 2003

Office & Volunteer Manager - Children Affected by AIDS Foundation, Los Angeles, CA

Accountable for daily office operations, including, but not limited to correspondence, telecommunications, supervision of bookkeeping and fiscal reporting, board member relations and activities, technology and network administration and volunteer recruitment and management.

April 2001-May 2002

Development Associate-Caring for Children & Families with AIDS, Los Angeles, CA

Managed Donor Perfect database system. Assisted with special event planning and with the basic graphic design needs of the organization. Managed projects with multiple and often competing deadlines. Responsibilities included, but where not limited to tracking, reporting, renewals, billings, and acknowledgements of donor gifts. Responsible for solicitation of in-kind donations for agency and special events.

Continued Resume
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**November 1998-
December 2000**

**Operations Manager-Development/Database Manager-Development/Major Major Gifts
Associate/Administrative Assistant, LA Gay & Lesbian Center, Los Angeles, CA**

Managed donor database system of 250,000+ records. Responsible for \$4,000,000 income and expense budgets, budget modifications, variances, campaign reports and monthly updates of cash flow forecast. Supervised Finance Coordinator and Office Administrator. Handled logistics for the Development Department's participation in California AIDS Ride 7 (Now known as Life Cycle), a \$6,000,000 yearly fundraiser for HIV/AIDS services. Assisted in the basic graphic design needs of the department. Managed projects with multiple and often competing deadlines. Managed tracking, reporting, renewals, billing, and acknowledgements of major donor gifts, including the supervision of work delegated to support staff. Produced quarterly receptions for the Business & Professional Partnership at local restaurants.

EDUCATION:

The International Culinary School at The Art Institute of Colorado, Denver
Associate of Applied Science, Culinary Arts

December 2012

Liberal Arts, Los Angeles City College
Associate of Arts, Liberal Arts

December 2009

Business/Management, University of Phoenix

Computer Accounting Certificate, SDUSD-ROP

LANGUAGES: Spanish (Conversational)

Prep Cooks Test

Score / 20

Multiple Choice (1 point each)

D

1) A gallon is equal to ____ounces

- a. 56
- b. 145
- c. 32
- d. 128

(5)

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B

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

B

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

(165)

A

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

C

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

B

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

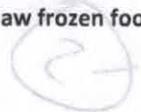
(3)

Prep Cooks Test

B

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

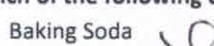
- In the fridge
- In a sink with cold water
- On the counter
- In the microwave



C

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

- Baking Soda
- Baking Powder
- Flour
- Water



B

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

- 25-135
- 40-140
- 50-160
- 30-130

D

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

- Dice, chop, mince
- Mince, chop, dice
- Chop, dice. Mince
- Mince, dice, chop

B

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

- Over the fire at all times
- Turned towards you for better control
- Turned towards the right or left at all times
- Over the countertop at all times

C

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

- Noodles
- Vegetables
- Liquid
- Oil

B

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

- Basting Spoon
- Ladle
- Slotted Spoon
- Portion Spoon

B

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

- Season
- Sauté
- Broil
- Boil
- Fry

Prep Cooks Test

A 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

A 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.

