

# **Jacqueline M. Williams**

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## **CAREER GOAL**

Obtain a professional position within a reputable organization where I can utilize my education and experience to the benefit of my employer.

## **QUALIFICATIONS**

Operate commercial kitchen equipment  
Experienced in safe food handling and HAACP  
High production catering  
Plan and follow 4 week menu cycles based on seasonal food items  
Prepare short order entrees for customers  
Able to work with a team or independently  
Reliable, prompt, detailed oriented  
Good communication skills  
Clean, cut and cook foodstuffs  
Able to work well under pressure with crucial deadlines  
Organized  
Hot Apps  
Cold Apps  
Grill  
Sauté

## **EMPLOYMENT HISTORY**

**Levy Restaurants (Stubhub Center)** 08/2017 –Present  
Accurately and efficiently prep, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include breakfast, lunch, dinner for special catered sporting events.

**Culinary Specialist, USC (University of Southern California)** 10/25/2016- 2/2017  
Accurately and efficiently prepared, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include breakfast, lunch, dinner, and special/catered events  
Prepared cook to order foods that required short preparation time  
Prepared food and served customers at an a la carte and may operate a grill station  
Prepared food in accordance with current applicable federal, state and corporate standards, guidelines and regulations to ensure high-quality food service is provided  
Read food order or receives verbal instructions on food required by patron, and prepares and cooks food according to instructions  
Provided the highest quality of service to customers at all times  
Followed basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foodstuffs for consumption in eating establishments  
Prepared foods under direct supervision or instruction by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding fruits and vegetables, and trimming and cutting meat, poultry or fish for culinary use  
Tasted products, read menus, estimated food requirements, checked production, and kept records in order to accurately plan production requirements and requisition supplies and equipment  
Cleaned and sanitized work stations and equipment



***Cook, Sodexo Magic, Inc. @ American Airlines Flagship Club***

5/2016-9/2016

Accurately and efficiently prepared, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include breakfast, lunch, and dinner  
Prepared cook to order foods that required short preparation time  
Prepared food in accordance with current applicable federal, state and corporate standards, guidelines and regulations to ensure high-quality food service is provided  
Provided the highest quality of service to customers at all times  
Follow basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, and other foodstuffs for consumption in eating establishments  
Prepared foods under direct supervision or instruction by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and vegetables, and trimming and cutting meat, poultry or fish for culinary use  
Taste products, read menus, estimate food requirements and check production for daily service.  
Clean and sanitized work stations and equipment.

***Food Services Assistant II Manager, Inglewood Unified School District***

2/2016-6/2016

Prepared breakfast and lunch for high school students in a timely manner  
Responsible for managing all operations in the kitchen  
Responsible for receiving all food stuffs and inventory  
Responsible for completing production logs and maintaining all kitchen logs  
Assist other Inglewood Schools locally with food preparation daily  
Prepared catering orders when requested for meetings

***Independent Contractor, Caterer***

5/2015 - Present

Responsible for securing catering business  
Meet and plan catering needs of clients  
Prepare budgets and acquire party rentals  
Monitor all aspects of event and design menus  
Shop and prepare all culinary goods  
Assess food allergies of clients

***Cook I, Sodexo, Inc. @ Cedars Sinai***

10/2014-05/2015

Prepared and cooked to order foods requiring short preparation time  
Followed basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving, and serving soups, meats, vegetables, desserts, and other foodstuffs for consumption in eating establishments  
Selected recipes per menu cycle, prepare bakery items, receive inventory, move and lift foodstuffs and supplies and prepare meals for customers requiring special diets  
Cleaned and sanitized work stations and equipment according to regulatory rules and procedures  
Provided the highest quality of service to customers at all times

***Cook, Culinary Staffing Services***

3/2013-4/2014

Planned, prepared, and produced large quantities and volume for prestigious venues.  
Responsible for preparation and cooking of all foodstuffs while meeting time sensitive deadlines  
**Wolf Gang Puck Catering**  
The Dorchester at Hotel Bel Air  
Sony Pictures  
LA Live

***Patina Restaurant Group***

LACMA Museum  
Nokia Theater  
AT&T Center



**Line Cook, Sodexo, Inc. @ LMU**

8/2013-12/2013

Responsible for prepping cooked and cold foods, sauces and dressings for main campus restaurant.

Responsible for opening and maintaining various different stations in the Lair Restaurant.

Promoted to Line Cook which afforded me the responsibility of opening/prepping for the Italian station and the Asian station. I also trained new incoming employees and filled in at stations wherever needed.

**Executive Assistant, The Salvation Army, Long Beach, CA**

3/2010 to 2/2012

Provided administrative support to the Director of Development including management of calendar, confidential files, and reports, screening calls, processing mail, submission of petty cash requests or reimbursements, data research, and analysis as directed.

Met operational needs of front desk by giving general support to the department including managing inventory of supplies and maintaining the efficiency of equipment by accessing IT support teams, vendors, etc. as requested.

Coordinated meetings, prepare agendas, and create minutes as directed by Director of Development.

Maintained written files such as memos, forms, etc. and prepare layouts, projects and reports as required.

**Development Assistant/Divisional Volunteer Coordinator**

Helped donors and volunteers connect to Salvation Army programs

Update donor/volunteer databases, running reports, answering phones, high volume data entry, post volunteer listings on the internet and correspondence/newsletters for volunteers and donors

Prepared proposals and formal presentations, assist corporate relations and internet donations, assist with special events and department needs and other tasks as needed.

**Departmental Assistant, Mattel, Inc. El Segundo, CA**

5/2005-7/2008

Supported 3 professional attorneys, 1 outside counsel, and 1 Paralegal with expertise in Real Estate, Corporate Administration, Investor Relations, Information Technology, Media & Entertainment, and Independent Contracting.

Scheduled meetings, maintained attorneys busy calendars, prepared travel arrangements, processed expenses, processed invoices using Access, processed and tracked FedEx, UPS, and DHL packages, maintained filing and created new files and accounts, maintained and tracked information in various databases, performed new vendor setup for outside counsel, and ordered office supplies.

Supported various other attorneys as back-up when other assistants were out of the office.

Maintained and updated various Excel spreadsheets, created PowerPoint presentations, created tables in Word, and other tasks as requested.

**Office Coordinator, Bain & Company, Century City, CA**

2002-5/2005

Answered all incoming calls and used the in-house paging system to contact consultants.

Maintained various logs, gave parking validations, greeted executive clients, set-up tele-conferencing, ordered lunch, did filing, opened and closed office for business, ordered office supplies, supported the Case Assistants as back up when needed, and worked on various projects as requested.

Met with various catering companies and arranged cuisine for catered company events (both in-house and offsite).

**EDUCATION****Diploma Program at Le Cordon Bleu College of Culinary Arts**

Le Cordon Bleu College of Culinary Arts

Hollywood, CA

Graduate: June 24, 2014

**CERTIFICATION**

Certified Food Safety Manager



## 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

2

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

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

A

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

C

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

B

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

C

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

C

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**

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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.

Level 2 Math Test

Mark a circle on the line.

A

Below are four lines. Circle the line that is straight.

Line A: A line that is not straight and has a wavy shape.

Line B: A line that is straight and goes in one direction.

Line C: A line that is straight and goes in two directions.

Line D: A line that is straight and goes in three directions.

Line B

Mark a circle on the line.

Line A

Mark a circle on the line.

Line C

$$8 \sqrt{128}$$
$$\frac{80}{48}$$

**Grill Cooks Test**

**Score / 40**

**Multiple Choice Test (1 point each)**

B

1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

40

2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

D

3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

B

4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C

5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

C

6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

D

7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

D

8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

A

9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

**Grill Cooks Test**

E 10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C 11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

D 12) A gallon is equal to \_\_\_\_\_ ounces

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

C 13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A 14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

B 15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C 16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C 17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C 18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

## Grill Cooks Test

B 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

B 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

A 22) What temperature should fish be cooked to?

- a) 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

A roux is a combination of fat (butter) and flour cooked slightly, then liquid is added. Roux is used to thicken or I should say as a thickening agent.

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Clarified butter is melted over low heat and the milk solids are skimmed away. The clarified butter is usually strained through a cheese cloth.

25) What are the 5 mother sauces? (5 points)

1. Bechamel
2. Veloute
3. Tomato
4. Espanole
5. Hollandaise

26) What does it mean to season a grill and why is this process important? (3 points)

Seasoning the grill means to thoroughly oil so that the grilling items don't stick.

27) What are the ingredients in Hollandaise sauce? (5 points)

Eggs  
Chillenne Pepper  
Salt  
Lemon juice  
Little Water  
Clarified Butter

