

Dora Tramel

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## **SUMMARY**

Hard working, analytical, creative foodie with over ten years of kitchen and hospitality experience from FOH to BOH looking to start a career that will expand my customer service and cooking knowledge. I listen well, am very organized, professional, clean, and I have my Texas Food Handlers' and TABC permits.

## **EXPERIENCE**

DAT's Good Cooking

Owner/Cook

Fort Worth, Texas

October 2016 – Present

- ~~Inventory and shop for cleaning, decorating, menu and prep items~~
- Participate in weekly meetings to receive estimate of customers attendance
- Plan menu according to any catered or concessioned events
- Dictate and assist employees with any responsibilities
- Organize work schedules
- Keep up with employee payroll
- Set up and stocking stations with all necessary supplies
- Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
- Cook menu items on menu
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with customers

- Cook menu items to order

Wheelhouse

Line Cook

Dallas, Texas

March 2017 – July 2017

- Set up and stocking stations with all necessary supplies
- Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
- Cook menu items in cooperation with the rest of the kitchen staff
- Answer, report and follow executive or sous chef's instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with coworkers and customers

Independent Bar and Kitchen

Line Cook

Dallas, Texas

January 2017 – March 2017

- Set up and stocking stations with all necessary supplies
- Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
- Cook menu items in cooperation with the rest of the kitchen staff
- Answer, report and follow executive or sous chef's instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with coworkers and customers

Fresh Real Food

Grill Cook

Irving, Texas

August 2016 – October 2016

- Set up and stocking stations with all necessary supplies
- Prepare food for service (e.g. chopping vegetables, butchering meat, or preparing sauces)
- Cook menu items in cooperation with the rest of the kitchen staff

- Answer, report and follow executive or sous chef's instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with coworkers and customers
- Grill menu items to order

India Haat

Hostess

Addison, Texas

March 2016 – August 2016

- Make sure all menus are wiped down, free of spots or stains, and complete
- Make sure entry doors are clean, free of debris and inviting
- Check with phone reservationists, or answering machine messages to assure you have all reservations
- Check with manager to assure there are no large or private parties you do not know about
- Check with kitchen to see where they stand (See if they are behind or if they are out of anything)
- Plan out the seating chart and organize the reservations
- Greets guests, escorts them to their table, pull seat out for the ladies, and present menus
- Make sure the server is aware they have been sat
- Keep the counts for individual server so things come out fair at the end of the night
- Keep in constant contact with the servers and the kitchen to make sure you are not putting them in the weeds
- Keep an eye out that the dining room, entryway, bathrooms, and menus are kept clean throughout operations
- Say good-bye to all of the guests and check to see that everything was wonderful

Genghis Grill

Khan's Koach

Addison, Texas

December 2015 – March 2016

- Assist confused or troubled customers with 5 Step process
- Offer suggestions and hints to every customer

- Know all 12 recipes, as well as product knowledge of food bar items
- Maintain a clean station and work area throughout the day
- Maintain a safe, clean and organized food bar
- Follow safe food handling practices
- Avoid cross contamination
- Complete all shift duties
- Educate customers on how to utilize the 5 step process
- Talk to and "Koach" every single customer with a smile
- Build online bowl orders
- Run bowls
- Support and assist fellow team members

## EDUCATION

Texas Wesleyan University

Political Science

Fort Worth , Texas

Deferred May 2004

- Member of women's basketball team
- Received academic scholarship

Hardin-Simmons University

Political Science

Abilene , Texas

Transferred December 2003

- Received academic scholarship
- Member of women's basketball team
- Member of co-ed flag football team
- 10 and under, 12 and under, and 16 and under girls' elite basketball coach
- Middle school and high school basketball referee

Midlothian High School

High School

Midlothian , Texas

Graduated June 2003

- Graduated Top 10% of my class
- Member of women's basketball and track team
- Received academic scholarships

## PROFESSIONAL SKILLS

**Communication:** *Advanced*  
**Knife Skills:** *Intermediate*  
**Customer Service:** *Expert*  
**Work Ethic:** *Expert*  
**Creativity:** *Advanced*  
**Organization:** *Expert*  
**Cleanliness:** *Expert*  
**Teamwork:** *Advanced*  
**Timeliness:** *Advanced*  
**Professionalism:** *Advanced*  
**Ability to listen and follow instructions:** *Expert*  
**Cooking/Hospitality knowledge:** *Advanced*

## **LANGUAGES**

Spanish: Conversational  
English: Native  
Hindi: Beginner  
Farsi: Beginner

## **REFERENCES**

**Kristin Griffin**  
Friend  
Chase Bank  
Midlothian, Tx.  
**972-965-7566**

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**Darline Landry**  
Coworker  
Olive Garden  
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**214-554-1695**

**Donie Walts**  
Friend  
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**Alexandra Morgan**  
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