

**Vija U. Adams**  
**Moreno Valley, CA 92553**  
**323-557-5351 ~ Vijaadams@gmail.com**

### **Summary of Qualifications**

- Chef/Operations Manager for Sunday Dinner
- Ability to cook for large groups of people in a fast paced environment
- Business minded and extremely goal and results oriented
- Bachelors (business )Degree: 2019
- Permit technician for Moreno Valley Fire Prevention
- Committed to the highest level of professional excellence
- Exceptional at time management, organization, and providing professional etiquette at all times with a exemplary record of performance reviews

### **Personal Experiences**

- Organize and conduct large catering events for festivals, business meetings, video shoots, and more
- Participate with three food trucks in food truck festivals
- Volunteer experience with baseball concession stand for local games at public parks

### **Professional Experience**

**Sunday Dinner Moreno Valley, CA**

**May 2017-Present**

#### **Chef/Operations Manager**

- Create weekly menus for daily meals and meal prep services
- Prepare and cook a large variety of quality meals for customers using standard kitchen and culinary equipment such as fryers, stove, grills, ovens, and pasta cookers
- Maintain food inventory to keep a consistant and timely flow in kitchen operations. Assuring a first in, first out procedure is always followed

- Maintain a clean and safe environment
- Create delivery routes where individual meals are sold to local small businesses or surrounding cities
- Keep record of customer order details for daily meals, meal prep, and catering schedules. Send and receive invoices
- Manage social media accounts (Facebook/Instagram); select images and create post to attract a larger customer base

## Education

## *Bachelors of Science*

*Murrieta, CA*

## Culinary Education