

**Madina Lawless**  
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**Chef**

**Summary**

Highly motivated and detailed oriented, chef with 8 years' experience in the culinary field. Possess excellent problem solving, organizational, time management, multi-tasking, and communication skills. Planned and prepared meals for 950+ employees daily. Ensured the production flow was maintained and organized. Responded effectively to changes in menus. Possess a positive attitude, team-focused mentality and willingness to do whatever it takes to get the job done. Able to perform job functions with attention to detail, speed and accuracy. Prioritize, organize, and resolve problems using good judgment and following directions.

**Experience**

**Oregon State University**  
Cook

2013 - 2013

- Prepared and cooked food to the highest standards to ascertain an efficient food service.
- Maintained and cleaned galley to specifications.

**Adecco Staffing Agency**  
Cook

2013 - 2013

- Prepared and cook food in keeping with recipes, quality and presentation standards.
- Test foods to verify if they have been cooked adequately
- Served food in appropriate portions.

**Culinary Staffing of America**  
Cook

2013 - 2013

- Prepared meals for special events and conferences.
- Set up buffets stations.

**Norwegian Cruise Line, America**  
Cook

2011 - 2012

- Successfully executed dinner for 950 people that was well-received by both management and clients
- Selected an asparagus soup course for the chef's table that was well received and on time. "Received job well done from supervisor."
- Coordinated weekly evacuation drills to ensure all team members were prepared.

**Stanford Dining, Palo Alto, CA**  
Catering Food Service Worker III

2008 – 2011

- Planned and executed celebration dinner. Assigned duties to temporary employees, and expedited meals.
- Accomplished opening of new café. Effectively and exceeded opening deadline expectations
- Collaborated effort with cooks and wait staff.

**Paula LeDuc Fine Catering, Emeryville, CA**  
Catering Chef

2007- 2010

- Prepared meals for special events, weddings and conferences. Set up buffets stations
- Executed set up and break down of offsite kitchen. Expedited clean up of venue.
- Arranged buffets

**Westmont Retirement Center, Santa Clara, CA**  
Executive Chef

2007

- Planned and revised daily menus/recipes. Coordinated preparation, cooking and service of all meals.
- Assigned duties to and supervised kitchen personnel. Hired additional staff as needed.
- Responsible for purchasing, receiving and inspecting all food and supplies. Maintained a balanced monthly budget.
- Compiled all monthly cost, inventory and budget reports.

**Additional Experience:**

Marriott Hotel Banquet/Line Cook, Santa Clara, CA  
Federal Express Customer Service /Trace Agent, Sunnyvale, CA

**Education**

The Professional Culinary Institute@ the International Culinary Center.

STCW 95, TWIC, MMC ,ServSafe # 9946572