

Anna Shova
500 7th Avenue , apt. 7
San Francisco, CA 94118
cell: 415-609-6712
E-mail: annashova92@gmail.com

Objective

Looking for full/part - time employment with opportunity to learn and apply my work ethic and interpersonal skills.

Skills: very hard working, friendly social communicable person, punctual, responsible, creative! Perform well under pressure and time constraints. Quick learner, adapting easily to new procedures and environments, strong attention to detail. I thrive in a team oriented environment.

Work Experience:

02/2016 – current full – time job, “Homage” restaurant

88 Hardie Place,
San Francisco, CA 94108
(415)800-8741

Position nowadays: Restaurant Event Manager & General Manager

Position nowadays: Full assistance in opening 2nd location, Homage LTD

214 California Street,
San Francisco, CA 94108
Planned and scheduled Opening Day 06.10.2019

I've been working with Chef/Owner David Kurtz since the construction, before we even opened our first location in downtown of San Francisco. Homage restaurant is almost 3-years-old. Hand by hand both of us been working on promotions, advertising, reaching out businesses around, cater to the offices and organizing & hosting multiple private events. Constantly building strong relationship with our guests what allowed us to open space for the private events. During my management at Homage, restaurant was recognized by the **Michelin Guide** among numerous other accolades for being a stand out restaurant within the downtown area.

Duties:

Personal Management

- Organizing and managing Private Events (I am hosting and organizing 10 events a month besides catering program) I will be happy to present all positive and appreciative reviews during all these years of experience.
- Peerspace collaboration. Working through the platform and organizing / managing events https://www.peerspace.com/pages/listings/593f8ab596f7bb0b004f40a2?sort_order=14
- Supervising daily services
- Developing and Mentoring Catering program
- Organizing Payrolls
- Monthly scheduling, manage inventories
- Ordering and constantly looking for new products
- Hiring and training personal
- Mentoring team members'
- Creating individuals programs for team members for improving skills, knowledge
- Building Culture and Education within company
- Organization wine classes, coffee trainings and tasting, beer education
- Participation in developing and creating monthly menu offerings
- Assistance and development advertising, promotion programs for the restaurant
- Weekly attendance Farmers' Markets, developing relationships and building connections
- Assistance in preparations in BOH

Letter of Recommendation

HOMAGE

David M. Kurtz
Executive Chef and Owner
Homage Restaurant
88 Hardie Place
San Francisco, CA 94108

3.26.18

To whom it may concern,

I am happy, delighted and honored to pass along my strongest of recommendation on behalf of Anna Shova's (Anya) interest in seeking employment throughout San Francisco and Bay Area. I have personally known Anya for multiple years and couldn't speak more highly of her unique mix of skills and general kindness.

We met as she applied for a manager position at Homage Restaurant. I ultimately hired her and we built the restaurant together from the ground up before opening in May of 2016.

Anya possesses great strengths in many areas of business, while understanding the value of personal relationships with purveyors, employees and perhaps most importantly, our guests. This awareness has been crucial for the development of Homage Restaurant

Anya showcases impeccable communication skills and demonstrates this in her presentation, both written and oral, of various business solutions and ideas. She communicates open-mindedly and listens and reacts both courteously and professionally to her colleagues. Additionally, she has a great awareness of her environment, a continuously calm demeanor, making Anya a pleasure to work with.

Anya's unwavering motivation, professionalism and inspirational qualities make her an ideal candidate for any path she chooses. I offer my highest recommendation on behalf of Anya Shova.

Please feel free to contact me personally with any additional questions.

Sincerely,
David M. Kurtz
414.870.8161- direct

11/2013 – 02/2016, "Spice Kit" Asian Street Food

405 Howard Street #310, San Francisco, CA 94105

(415) 882-4581

Position: General Manager

Duties:

Personal Management

- Organizing Payrolls, hiring,**
- Scheduling**
- Lead the team**
- Training personal**
- Resolve issues inside of the team**
- Mentoring team members'**
- Creating individuals programs for team members for improving skills, knowledge**
- Set team goals and objectives**

Restaurant

- Responsible for growing sales**
- Taking and accepting phone orders and controlling delivery time**
- Organization and management cater orderings**
- Mailing and direct communication with accounting office**
- Control food cost, quality, ordering, inventory**
- Help with preparation, cooking, serving**

Previous position: Kitchen Manager**Duties:**

45% - Preparation and plating of all menu items

15% - ordering products, planning, inventory

10% - customer service, cashier

15% - Preparation of base items, i.e. sauces, portioning goods, ingredient processing, etc

10% - training new team members

5% - Cleaning the line and work areas

At Spice Kit my first position was line cook, after hard work and effort during 2,5 years got promoted to GM, passing through all previous positions like supervisor, kitchen manager, assistant GM, GM.

Co-owner / Executive Chef (reference letter)

Spice Kit

405 Howard St.

San Francisco, CA 94105

I have been the Co-owner / Chef of Spice Kit for the past 5 years where it was my privilege to hire and work with Anya Shova. I hired Anya 2,5 years ago to work for us as a prep cook. It became evident very quickly that Anya Shova was definitely fir for this job and she was quickly promoted to our shift leader where she has been managing staff and executing all tasks needed in the kitchen. Her duties of the day require her to manage her own time and stay organized to get all the prep and ordering done.

I recommend Anya to any job that she applies to. She is intelligent and trustworthy individual. I highly recommend, that you seriously consider Anya for this job. I am confident that she will be up for the task at hand.

Sincerely,

Fred Tang

1 925 330 9452

Director of Operations

To Whom it May Concern,

October 1st, 2015

It is with great pride that I write this recommendation for Anna Sova. I met Anna when I started my employment as Director of Operations with Spice Kit Restaurants in the San Francisco Bay Area. Anna was a supervisor at our flagship store in San Francisco. Anna

already clearly demonstrated all of the necessary leadership skills and business acumen necessary to succeed as a General Manager. It wasn't long before an opportunity opened up in store management as a GM and she was the obvious choice for this position.

Since Anna has assumed the General Manager role, not only has she made great strides in her own career development, but she has continued to grow sales and increase her store's profitability in the very competitive market of the San Francisco Financial District. Anna has also trained and developed employees that have gone on to enjoy management and corporate roles elsewhere within the organization. She has the respect and admiration of all those who work under her and it is apparent upon watching her in action exactly why this is the case.

I attribute Anna's success to the culture of accountability she creates within her restaurant. She role models all of the characteristics and attributes that she holds her team accountable to demonstrate: A strong work ethic, cleanliness of the work area, organization, time management, professionalism and kindness. Anna will make a great addition to your organization by bringing all of these characteristics to work with her every day. I strongly recommend her for any management position within your organization. Please do not hesitate to call if you have any questions whatsoever about Anna's skills, experience or abilities.

Sincerely,

Brian Judson
Director of Operations
Spice Kit Restaurant Inc.
(909) 646-0404

02/2015 – 06/2015 Operations associate at startup “Twice”

Part-time job

Duties:

- organize order for customer
- team lead
- take pictures of new items and get them ready for sale
- full description of items
- brainstorming with GM or Supervisors

Reference notes from Natalia Morphy (supervisor):

Anna is super helpful and works really hard. She is great to work with hustles hard. Always asks for more to do when she is finished with a task and is fantastic! A joy to work with!

03/2015 – 04/2015 Internship “IMAGINE Culinary Group”

Position: Pantry Chef in Orrick café

Duties:

- planning and ordering
- serving
- bring fresh ideas for coming menu
- work efficient

05/2013 – 10/2013 Retail, customer service

“Trading Post” and “Merchants of Mackinac Island”, Trayser’s Incorporation, clothe stores
7347 Main Street, Mackinac Island, MI 49757

Liz Ammerman manager 1-906-370-1167

My duties were: full fill the store (extra work), communicate with customers, price new stuff, count money, cash register and keep clean and fresh store hall.

Seasonal job, just for summer 2013

05/2013 – 10/2013 Retail, customer service

“Baxters”, Trayser’s Incorporation, gift store
7355 Main Street Mackinac Island, MI 49757

Jared Ammerman manager 906-370-1244

My duties were: full fill the store (extra work), communicate with customers, price new stuff, count money, cash register and keep clean and fresh store hall.

Seasonal job, just for summer 2013

05/2013 – 09/2013 Chef’s - assistant

Cannonball Drive Inn

7641 British Landing Road, Mackinac Island, MI 49757

My duties included: cooking, serving, kitchen management. I spoke with customers. Moreover I served Weddings party and a lot of family’s BBQ dinners.

Seasonal job, just for summer 2013

09/2012 – 06/2013 Journalist, columnist in Barcode Magazine, Moldova Chisinau

01/2011 – 04/2013 Hostess

“Flamingo club” pool and restaurant

23 Tabacarie Veche Street, Chisinau, Moldova 2067

Duties: server, busser and hostess. Communicate with customers and guests. I kept clean, fresh and friendly, relaxed atmosphere.

09/2009 – 05/2013 Program organizations in extreme summer camp “Veritas”

Duties: camp leader. Worked with adults and teenagers, children (7 – 25 years). I managed, played, and did sport program, organized day schedule, checked rooms. I spent a lot of time with teenagers and children.

06/2009-08/2009 Nanny in kinder garden# 118, Chisinau Moldova

My duties were: light housekeeping, playing with children and taking care about them.

Computer skills:

Microsoft office, Internet explorer, Pro-Show Slide-Show, Excel, Google Apps

Languages: English. Russian. Romania. Ukraine.

Education:

2015-2016 Berkeley Extension Business and Marketing course

2015 QA classes, school – Alex Khatilov

2014 City College of San Francisco - Google Apps for Business Non-Credit Class

2013 - 2014 City College of San Francisco - ESL Non-Credit Class

2010-2013 Christian Seminary “School without Wall”, faculty of Social working

2011-2013 Faculty of Journalism and Communication Studies in the State University of Moldova

2011-2012 International Economic Relationships in Academy of Economics of Moldova

2008-2010 School of Youth Journalists

1999-2011 Medium High School # 40