

**Diana Hawk**  
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## **Objective**

I am currently looking for employment in the food industry as a cook, prep cook or baker. I would like to continue to learn and develop my culinary skills so I can grow within the company.

## **Experience**

### **Friendship House- Cook/Prep Cook/Dishwasher**

**June 2019- November 2019**

- Help set up and clean up for meals.
- Wash dishes after meals and keep kitchen clean.
- Help prepare and cook food for meals and special events.

### **Cinebarre- Line Cook**

**November 2018- February 2019**

- Set up line station for the day, prep and stock anything needed for station.
- Cook items and plate according to company standards.
- Help around kitchen with prepping items, putting away the order and help out in the dish pit.
- Make sure the station is ready for the next shift.

### **Santa Ana Star Casino- Cook 1**

**August 2017- April 2018**

- Worked in the Feast Buffet, Starlight Bowling Alley and The Stage.
- Prep and cooked different items in large quantity according to buffet menu.
- Worked at different stations and maintained all responsibilities of the assigned station.
- Broke down the line and clean the area according to sanitation guidelines.

### **Flix Brewhouse- Prep Cook**

**October 2016- August 2017**

- Prepared different items according to daily check list in a timely manner
- Followed all recipes and used different kitchen equipment to complete tasks.
- Kept prep clean according to sanitation guidelines.
- Follow all temperature guidelines when cooking or cooling items.



**SIPI Work Study Student Program****September 2015- April 2017**

- Follow work study program and check in with supervisor.
- Work in the kitchen and complete tasks assigned by the Chef.
- Fill out bi-weekly timesheets and turn in by deadline.

**Education****Southwestern Indian Polytechnic Institute****Albuquerque, NM 2015-2017**

- AS Degree- Culinary Arts- received Degree in April 2017
- Native Skills USA Club Officer- Treasurer
- Student Government- Treasurer and Secretary

**Edward Shands Adult School****Oakland, CA 2007-2008**

- GED Degree- Received Degree in March 2008

**Certificates**

- ServSafe Management Certification- Expires May 2022

**References**

- Available upon request



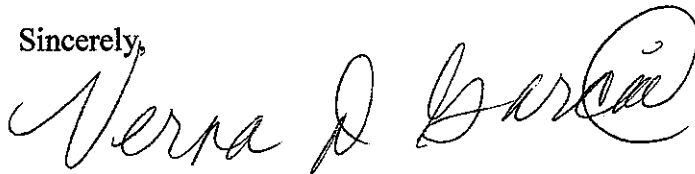
November 19, 2019

To whom it may Concern:

Under my supervision Diana Hawk worked in our commercial grade kitchen performing various duties. She prepped and cook for large catering events. She also washed dishes using an industrial dish washer, assisted in preparing and serving meals to around 50 people a day, two times daily, as well as general cleaning duties in the kitchen. She is very organized, efficient, and willing to do whatever is needed to get the task completed. Diana displays cooperative attitude and good disposition which is very important and appreciated.

Diana has displayed a high degree of integrity, responsibility, and ambition and truly deserves serious consideration as a potential employee, and I recommend her highly. She would be a good asset to any company she worked for.

Sincerely,

A handwritten signature in cursive script that reads "Verna D. Garcia". The signature is fluid and elegant, with a large, stylized "V" and "G".

Verna Garcia  
Director of Food Services and Lodging  
Friendship House Association of American Indians, Inc.

