

Coretta Belgrave

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SUMMARY

- Energetic and proactive professional with strong Communication and Interpersonal skills
- Effective communicator experienced managing peers and interacting with a diverse group of individuals
- Demonstrates a high level of integrity and professionalism
- Passionate about achieving challenging goals and deadlines
- Seeking a challenging position where work experience can contribute to your organizational goals and objectives.
- Positive-Thinking
- Result-Orientated
- Team-Spirited

EDUCATION

Athens Schools of Cosmetology, Athens, GA

Licensed Cosmetologist August 1990

Paul Mitchell Cut Master Certification (2001)

Great Clips Precision Cut Certification (2001)

Glamour Shots Theatrical makeup artist Certification (2002)

EXPERIENCE

Hire Dynamics; Conyers, GA

Production/Warehouse Assembly, October 2019-Present

- Perform product assembly in production cells
- Make adjustments as necessary to produce products within specifications
- Complete daily production log
- Clean and maintain work area

Belair Home Buyers, LLC.; Conyers, GA

Property Manager, June 2016-2019

- Create & Process rental applications by verifying income, job, rental history and references
- Process all incoming and outgoing calls & mail
- Perform evaluation to ensure properties are being maintained
- Create & Process checks for accounts payable and accounts receivable
- Maintain all administrative duties and office supplies in the office
- Supported team goals with a strong drive to achieve and help others achieve with self-motivation, discipline, and a strong work ethic

Spring House BBQ; Athens, GA

Manager, March 1999-2002

- Scheduling
- Ordering inventory
- Stocking
- Book Keeping
- Cook/Cashier
- Catering

Coretta's Salon; Atlanta, GA

Owner & Master Stylist, February 1994-Present

- Offers Exceptional Customer Service & Quality Hair Care Products & Techniques with Style Services
- Maintain a larger customer client database
- Process accounts receivable and payable
- Maintain products with informative program knowledge on multiple product lines that sell & use in the salon that has emphasis on healthy hair
- Assisted with managing, training new stylist and creating a mentorship program for rookie stylist

COMPUTER SKILLS

Proficient with Internet/Social Media, Microsoft Word, Outlook, Excel, Access, Campusvue, CRM, Adobe Premiere 6.5, Power Point, Bacons, Multiquence and GWAM – 80



Prep Cooks Test

Multiple Choice (1 point each)

D

1) A gallon is equal to _____ounces

- a. 56
- b. 145
- c. 32
- d. 128

C

2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

A

3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B

4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A

5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

Olive Oil

6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

A

7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A

8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours



Prep Cooks Test

B

17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

A

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) ~~Garlic~~ Onion & ~~Potato~~ Clues are the basic seasoning ingredients for all savory recipes.

20) chop: to cut into very small pieces when uniformity of size and shape is not important.