

# 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 blanch 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

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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) Onion & Celery 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.