

# Tiffany Conley

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## **Objective** Prep Cook/ Customer Service

### **Skills Summary**

Highly responsible, reliable and punctual  
Ability to multi-task and meet deadlines  
Cook according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.  
Compile and maintain records of food use and expenditures.  
Excellent at working independently or as a part of a team

### **Employment History**

#### **City and County of San Francisco Human Services Agency**

02/2013-02/2014

9916 Public Service Trainee

General administrative duties including answering phones, fax/copy/email correspondence, data entry, processing mail and replenishing center information and resources  
Screen clients and visitors to determine needs; interpret program and center policies.  
Address grievances and provide technical support where applicable  
Establish and maintain electronic client profiles, issue membership cards, verify attendance and process confidential client contracts.  
Update daily statistical reports; process documents, meeting minutes and transmittals.

#### **Acrobat Outsourcing**

10/2010- 07/2012

Cook/Server/Dishwasher

Grill, cook and fry foods such as French fries, eggs and pancakes  
Season and cook food according to recipes or personal judgment and experience  
Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills and roasters.  
Weigh, measure and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.  
Clean food preparation equipment, work areas and counters or tables.

#### **Camp Parks, Dublin, CA**

10/2006- 07/2010

**Senior Cook**

Responsible for providing multi-course meals to 300 patrons daily  
Responsible for full meal (breakfast, lunch and dinner) menu planning  
Improved menu planning with Heart Healthy alternatives  
Designed new meals and managed delivery of same within cost guidelines  
Communicated with warehouse/inventory personnel for meal and other food service supplies  
Trained and supervised new kitchen staff as necessary

**Premier Limousine, San Leandro, CA**

04/2005- 7/2006

**Reservations/Dispatch**

Performed all responsibilities related to this position including customer service, staff coordination and clerical functions.

Assisted in party planning at the request of customers

Coordinated pick-up/drop-off scheduling with hotels, airports and other locations

**Education**

Dublin Adult School

Dublin, CA

07/2009

GED Certificate