

# Jonnie Quintana

Santa Monica, CA 90405

[jonniequintana9\\_nj8@indeedemail.com](mailto:jonniequintana9_nj8@indeedemail.com)

+14244136162

Dynamic and versatile with 13+ years of collective experience in optimizing hospitality processes, overseeing kitchen operations, and maintaining property standards. Highly proficient in streamlining catering events, utilizing various cooking techniques to prepare nutritious meals, and collaborating with culinary teams. Proficient at conducting routine inspections, managing complex inventory systems, and ensuring compliance with health and safety procedures.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### Chef

Wolfgang Puck-Santa Monica, CA

March 2023 to May 2024

Worked at RAND Corporation, preparing and providing the catering for all internal events, usually several per week, sometimes several per day, for up to 150 people or more, as well as a permanent staff cook at their employee Diner.

Prepared diverse breakfast and lunch items from a menu that changes daily.

- Direct catering for internal events by collaborating with culinary teams, planning menus, procuring ingredients, preparing, transporting, and serving food, ensuring successful events and enhancing guest satisfaction.

### Prep Cook

King's Seafood Company-Santa Monica, CA

January 2022 to February 2023

Prep cook at the restaurant, Meat On Ocean.

### Dishwasher/Line Prep

Islands Restaurants-Marina del Rey, CA

June 2021 to December 2021

PM Dishwasher and line prep.

### Utility

Wurstkuche-Venice, CA

August 2018 to March 2020

- Responsible for cleaning of all restaurant trays and utensils, as well as all kitchen and grill components/utensils.
- Perform all custodial and maintenance/repair duties including daily cleaning of dining area, restrooms, kitchen and food prep areas, and building exterior.
- Routine hourly inspection and monitoring of all walk-in coolers, keg room and refrigeration units to ensure operation within health code parameters at all times, including maintaining daily temperature logs.

## **Receiving Clerk**

Busy Bee Hardware-Santa Monica, CA

July 2014 to December 2017

- Responsible for receiving, storing, handling and preparing of product for delivery while maintaining the place in a safe and orderly fashion.
- Loaded and unloaded shipments in an organized and timely manner
- Verified the quantity and description of materials received by checking merchandise against the packing list..
- Oversaw inventory and purchasing by monitoring stock levels, forecasting future demands, ordering necessary supplies, and updating records, ensuring optimal resources and maintaining operational efficiency

## **Maintenance Person**

Zuma Housing-Santa Monica, CA

2014 to 2014

- Worked as a multi-Site short term rental maintenance manager.
- Responsible for keeping buildings clean and running smoothly.
- Responsible for overseeing the maintenance and repair of utilities within a building.
- Provided assistance to staff, visitors and other employees as necessary.

## **Property Manager**

CRV Classic Properties-Marina del Rey, CA

2011 to 2012

Worked as an off-Site vacation rental property manager and maintenance person.

## **Security Officer**

Kadima Private Security-Los Angeles, CA

2010 to 2011

- Accountable for night time security and crowd control for Pink's Hot Dogs.
- Responsible for patrolling premises regularly to maintaining order and establishing presence
- Responsible for monitoring and authorizing entrance of vehicles or people in the property.
- Removed wrongdoers or trespassers from the area.

## Education

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### **High school diploma**

## Skills

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- Quickbooks
- Property Management
- Microsoft Office
- Microsoft Outlook
- Procurement
- Purchasing
- Administrative Experience

- Management Experience
- Customer Service
- Inventory Control
- Maintenance
- Guest Services
- Materials Handling
- Automotive Repair
- Load & Unload
- Freight Experience
- Security
- Office Management
- Vehicle Maintenance
- Oil Change
- Pricing
- Store Management Experience
- Mechanical Knowledge
- Mechanic Experience
- Retail Management
- Order Picking
- Landscape Maintenance
- Merchandising
- Shipping & Receiving
- Computer literacy
- Basic math
- Retail Sales
- Brake Repair
- Microsoft Word
- Suspension
- Transmissions
- Alignment
- Electrical Experience
- Spanish
- Supervising experience
- Driving
- Facilities maintenance
- Kitchen experience
- Restaurant experience
- Culinary experience
- Food handling
- Food safety

- Food preparation
- Knife skills
- Banquet Experience
- Kitchen Management Experience
- Catering
- Menu Planning
- Fine dining experience
- POS
- Hospitality
- Shift management
- Culinary experience

## Certifications and Licenses

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### **Non-CDL Class C**

### **Food Handler Certification**

### **Driver's License**

## Assessments

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### **Attention to detail — Proficient**

June 2024

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Mechanical knowledge — Proficient**

December 2021

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

### **Food service: Customer situations — Proficient**

June 2024

Identifying and addressing customer needs in a food service setting

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

February 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Delivery driver — Proficient**

January 2022

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

January 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Cleaning skills — Proficient**

May 2024

Knowledge of cleaning techniques and processes

Full results: [Proficient](#)

### **Basic maintenance and repair — Proficient**

May 2024

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

### **Front desk agent (hotel) — Proficient**

January 2022

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

### **Warehouse shift leader — Proficient**

July 2024

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

May 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Proficient](#)

### **Filing & organization — Proficient**

June 2024

Arranging and managing information or materials using a set of rules

Full results: [Proficient](#)

**Food safety — Proficient**

February 2023

Knowledge of proper food and equipment handling safety measures

Full results: [Proficient](#)

**Cooking skills: Basic food preparation — Proficient**

October 2022

Preparing food, using cooking equipment, and converting ingredient measurements

Full results: [Proficient](#)

**Front desk agent (hotel) — Proficient**

March 2023

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

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