

ERICA L. JONES

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Objective	<p>To obtain a permanent position in management within the corporation, where I can provide dedication, hard work, dependability, trustworthiness, team play, excellent guest service, organizational skills, computer and inventory skills in a fast-paced environment, in order to be an asset to the company</p>		
Professional Skills	<ul style="list-style-type: none">Knife SkillsTyping (50+wpm)Microsoft Office10- Key CalculatorData EntryTelephone SkillsCash HandlingBaking and PastryContemporary CuisineInternational CuisineCatering and BuffetFood Cost Control ManagementWine and BeverageSafety and Sanitation ManagementPayroll And AccountingCulinary MathBusiness EnglishHuman Resource ManagementInventoryCooking FoundationsNutrition/DietaryGuest Service ManagementMarketing and Sales Management		
Education	<p>Associates of Occupation Science Degree, Culinary Arts 2009-2011 Le Cordon Bleu College of Culinary Arts, Las Vegas, NV</p> <p>Industrial Hygiene Certification 1995 School of Aerospace Medicine, Brooks AFB, Texas</p> <p>Accounting/Business Administration 1993-1994 Merced College, Merced, California</p> <p>Diploma 1993 Merced High School, Merced, California</p>		
Employment Skills	<ul style="list-style-type: none">Developed ability to work in a fast-paced atmosphereManaged restaurant operations in terms of staffing and schedulingTrained personnel to work in restaurant environmentEnsured provision of service in terms of order accuracy and time managementMaintained excellent customer relations and developed customer rapportDiplomatically resolved customers complaints on as-needed basisAccurately calculated and maintained payroll for 120+ employees on daily basisAbility to follow instructions well and make decisions with no supervisionMaintained all record-keeping procedures without errorDelegated responsibilities to employees to meet company's expectationsEffectively developed telephone communication skills and consistently met quotasTrained and Respirator Fit tested over 5,000 Military personnelConducted training to 500+ patients for contact lensCreated Operating Instructions for Industrial Hygiene SurveysParticipation in job fair interviewing 200+ employeesSurveyed 100+ shop sections in United States Air Force		

Employment History

Lead Line Cook , IHOP, Sacramento, CA	06/12-present
Banquet Chef , Ravella Resorts, Henderson, NV	04/11-07/11
Station Chef , Emeralds at Queensridge, Las Vegas, NV	11/10- 04/11
Station Chef , Venetian Hotel, Las Vegas, NV	09/10-03/11
Admin/Teacher Asst , Sylvan Learning Center, Las Vegas, NV	05/08-10/11
Office Coordinator , User-Friendly Phone Book, Las Vegas, NV	11/07-04/08
Inventory Training Specialist , WTS International, Fairfield, CA	06/07-10/07
Office Manager , Embelir Clothing, Las Vegas, NV	11/06-4/10
Sample Handling Tech , Kroll Laboratory, Gretna, LA	12/04-11/05
Bartender , Tri-City Elks Lodge, Fairfield, CA	03/01-02/04
Optometry Asst/Contact Lens Mgr/Receptionist , Family Eye Associates, Fairfield, CA	10/00- 11/02
Payroll Manager , Pacific Bell, San Ramon, CA	09/99 -10/00
Bioenvironmental Engineering Tech , United States Air Force, Travis AFB, CA	11/94-1998