

ERICA L. JONES

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Objective

To obtain a permanent position in management within the corporation, where I can provide dedication, hard work, dependability, trustworthiness, team play, excellent guests service, organizational skills, computer and inventory skills in a fast-paced environment, in order to be an asset to the company

Professional Skills

- Knife Skills
- Typing (50+ wpm)
- Microsoft Office
- 10- Key Calculator
- Data Entry
- Telephone Skills
- Cash Handling
- Baking and Pastry
- Contemporary Cuisine
- International Cuisine
- Catering and Buffet
- Food Cost Control Management
- Wine and Beverage
- Safety and Sanitation Management
- Payroll And Accounting
- Culinary Math
- Business English
- Human Resource Management
- Inventory
- Cooking Foundations
- Nutrition/Dietary
- Guest Service Management
- Marketing and Sales Management

Education

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| Associates of Occupation Science Degree, Culinary Arts | 2009-2011 |
| Le Cordon Bleu College of Culinary Arts, Las Vegas, NV | |
| Industrial Hygiene Certification | 1995 |
| School of Aerospace Medicine, Brooks AFB, Texas | |
| Accounting/Business Administration | 1993-1994 |
| Merced College, Merced, California | |
| Diploma | 1993 |
| Merced High School, Merced, California | |

Employment Skills

- Developed ability to work in a fast-paced atmosphere
- Managed restaurant operations in terms of staffing and scheduling
- Trained personnel to work in restaurant environment
- Ensured provision of service in terms of order accuracy and time management
- Maintained excellent customer relations and developed customer rapport
- Diplomatically resolved customers complaints on as-needed basis
- Accurately calculated and maintained payroll for 120+ employees on daily basis
- Ability to follow instructions well and make decisions with no supervision
- Maintained all record-keeping procedures without error
- Delegated responsibilities to employees to meet company's expectations
- Effectively developed telephone communication skills and consistently met quotas
- Trained and Respirator Fit tested over 5,000 Military personnel
- Conducted training to 500+ patients for contact lens
- Created Operating Instructions for Industrial Hygiene Surveys
- Participation in job fair interviewing 200+ employees
- Surveyed 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 , WIS 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