

## ASSISTANT CHEF

### Professional Summary

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself. I want to excel in this field with hard work, perseverance and dedication.

### Education and Training

Bachelor's Degree : Healthcare Administration Jan 2016 NEW ENGLAND COLLEGE , City , State GPA: Graduated Magna Cum Laude  
Healthcare Administration Graduated Magna Cum Laude

Associate's Degree : Culinary Arts Sep 2005 ART INSTITUTE OF WASHINGTON , City , State Culinary Arts

### Skill Highlights

- Personal and professional integrity
- Relationship and team building
- Proven patience and self-discipline
- Effectively influences others

### Professional Experience

Company Name City , State Assistant Chef 01/2012 to 06/2014

- Led and trained workers of 4 in food preparation, service, sanitation, and safety procedures.
- Resolved customer complaints regarding food service.
- Purchased or requisitioned supplies and equipment needed to ensure quality and timely delivery of services.
- Observed and evaluated workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups.
- Specify food portions and courses, production and time sequences, and workstation and equipment arrangements.
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.
- Assigned duties, responsibilities, and work stations to 4 employees in accordance with work requirements.
- Conducted meetings and collaborated with other personnel to plan menus, serving arrangements, and related details.

Company Name City , State SBA-Kitchen 07/2010 to 05/2014

- Check the quality of raw or cooked food products to ensure that standards are met.
- Prepare and cook foods of all types, either on a regular basis or for special guests or functions.
- Assists Executive Chef and Sous Chefs with preparing food for Presidential functions. Assists Chefs with preparing meals for the first family.
- Follow recipes and presentation specification as set by the White House staff and Executive Chef.

Company Name City , State Restaurant Cook 08/2008 to 06/2009

- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Portion, arrange, and garnish food, and serve food to waiters or patrons.
- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Consult with supervisory staff to plan menus, taking into consideration factors such as costs and special event needs.

Company Name City , State Cook 08/2005 to 06/2008

- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Substitute for or assist other cooks during emergencies or rush periods.
- Carve and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service, or for sandwiches.
- Take and record temperature of food and food storage areas such as refrigerators and freezers.
- Prepare a variety of foods, such as meats, vegetables, desserts, according to customers' orders or supervisors' instructions, following approved procedures.

Company Name City , State Accounts Receivable 10/2003 to 08/2005

- Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Receive, record, and bank cash, checks, and vouchers.
- Comply with federal, state, and company policies, procedures, and regulations.
- Code documents according to company procedures.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.

Company Name City , State Administrative Assistant 03/2002 to 10/2003

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Open, read, route, and distribute incoming mail or other materials and answer routine letters.
- Make copies of correspondence or other printed material.
- Mail newsletters, promotional material, or other information.

#### Skills

Exceptional listener and communicator who can convey information verbally and in writing. Computer-literate with extensive knowledge, covering applications of word processing, spreadsheets and e-mail. Resourceful team player, which excels at building and trusting relationships with customers and colleagues. Problem-solver who can generate workable situations and resolve complaints.