

## HEAD CHEF

### Summary

Mature college student. Interested in part time work in areas such as retail, health services, security, information technology, and food services. The past six years I have been involved in a men's mentor group named BoyzN2Men. As a high school student I started as one of the entry level attendees and worked my way to one of the top officers of the core. The program has taught me the importance of responsibility, accountability, integrity of character and other virtues of life that will help me in the work place.

During my high school senior year I was actively involved with the student government association (SGA). I was the secretary of arms, highly reliable and very attentive during my time as the active secretary.

Also have experienced in taking food orders, operating cash registers and safely handling food while checking for proper temperatures.

### Highlights

Microsoft Word, Excel and PowerPoint

\*Proficient with Internet and Adobe Software

- Engaging personality
- Excellent multi-tasker
- Restaurant management
- Math and language skills
- Comfortable standing for long time periods

Reliable and punctual

Neat, clean and professional appearance

### Experience

Company Name City , State Head Chef 07/2012 to 11/2015

- Promptly reported complaints to a member of the management team.
- Up-sold additional menu items, beverages and desserts to increase restaurant profits.
- Communicated clearly and positively with co-workers and management.
- Served fresh, hot food with a smile in a timely manner.
- Cut and chopped food items and cooked on a grill or in fryers.

Company Name City , State Manager 07/2010

- Worked on a Building campaign and domestic tasks.
- Recorded customer orders and repeated them back in a clear, understandable manner.
- Took necessary steps to meet customer needs and effectively resolve service issues.

Company Name City , State 01/2010 to 01/2011

- Worked directly with customers and employees Attending to front desk and answering calls Engaging in invigorating task in the workplace  
Rock Creek Sports Club January 2012 Floor Management Assisted Managers Clean, Replaced tiles Marketing i.e.
- create/distribute marketing tools to attract customers Maintain floor equipment.

### Education

Graduate 2012 Watkins Mills High School , City , State

### Academic Achievement Award

Bachelor of Science : Computer Science 2014 University of Maryland College Park

Attended Towson University (2014)

### Interests

BoyzN2Men Youth Leader, 2009 - 2011 \*Basketball Team \*Very active Community Member

### Additional Information

- Activities \*BoyzN2Men Youth Leader, 2009 - 2011 \*Basketball Team \*Very active Community Member

### Skills

Adobe Software, Instruction, marketing, Marketing i, math, Excel, PowerPoint, Microsoft Word, Works, Communicator