

ASSISTANT CHEF

Highlights

Microsoft Word, Excel, PowerPoint, and Access

Experience

May 2015 to Current

Company Name 1/4 City , State

Assistant Chef Oct 2008 to Nov 2011

- Developed and prepared meals.
- Coordinated with manager and supervised kitchen staff.
- Communicated with clients to fulfill their needs.

Financial Aid Office Assistant Jun 2013 to Jun 2015

Company Name 1/4 City , State

- Developed excel projects for budgeting, calculating student needs, etc.
- Evaluated and processed numerous documents daily.
- Performed data entry.
- Consulted with students and assisted with financial aid documents.

Education

Bachelor of Science , Finance CPA Eligible Business June 2017 Portland State University 1/4 City , State GPA: GPA: 3.84 GPA: 3.66 Finance
CPA Eligible GPA: 3.84 GPA: 3.66 Business

Associate of Science December 2014 Portland Community College 1/4 City , State GPA: GPA: 3.89 President's List GPA: 3.89 President's List
Languages

Fluent in English and Spanish, conversational French

Skills

budgeting, clients, data entry, Fluent in English, financial, conversational French, Access, Excel, PowerPoint, Microsoft Word, Spanish