

# JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105

## SKILLS

- Passion for customer satisfaction
- Natural leader
- Staff scheduling
- Food service background
- Business operations expertise

## EDUCATION

**Le Cordon Bleu College of Culinary Arts**  
Pasadena, CA • Current

*Associate of Arts: Culinary Arts*

**Everest College**

*Medical Assistant Certificate*

- Top [100]% of class
- Emphasis in [Phlebotomy, injections]
- Escorting patients to rooms
- Weighing patients
- Taking blood pressure
- Taking medical histories
- [Ignated / Ambassador] Academic Achievement Award
- Certificate in Nutrition Science
- Basic Vocational Certificate: Medical Assistant
- Coursework in RCP Help
- Graduated Summa Cum Laude

**Kendall College**  
Chicago, Illinois

*Food Science and Food Sanitation Certificate*

- Certificate in Sanitation

**Lakeview Learning Center**  
Chicago, Illinois • 1987

*Certificate of achievement, English as a second language St. Augustine College, Chicago, Illinois Certificate from the Professional Chef Training Program: Spanish/English*

**Harry Truman College**  
Chicago, Illinois

*Concentration in food preparation / presentation, developing, presenting culinary lectures, and bilingual language development*

## PROFESSIONAL SUMMARY

Motivated High Potential individual who interacts with the greatest degree of integrity and professionalism. Actively seeking a position as Executive Chef, to an organization looking to grow. **INDUSTRY FOCUS, CAREER SUMMARY & QUALIFICATIONS** Innovative and award winning High Potential Chef with exceptional record of food preparation and presentation at noted establishments such as Frontera Grill, Topolobampo, Ixcapuzalco and Chilpancingo. Among other restaurants. In charge of all tasks related to the kitchen, which usually includes menu creation, Management of kitchen staff, ordering, purchasing of inventory, and plating design. Over 20 years of experience in developing authentic Mexican cuisine, with abundant bounty of locally grown produce, artisan cheeses, grass-fed meats, sustainably harvested fish Significant prior chef experience in fast-paced, high-volume, casual and fine dining restaurant environments Focused, on seasonal ingredients, including management, quality control, labor control, cost control, budgeting, ordering, and menu planning. Specialize in scratch cooking, restaurant startups, extensive knowledge in rustic wood-fired Traditional Mexican cooking, culture from the 32 States of Mexico, sales and training techniques. A desire to create soulful, unpretentious, ever-evolving menus of Mexican cuisine. It's often said that "The devil is in the details". Simply put, succeed because I mind the details, the first priority is to deliver an experience that consistently exceeds patrons expectations knowledge and skills to oversee, direct and perform the daily execution of all kitchen duties, establishing and maintaining high standards in the areas of menu development, hiring/training, inventory / kitchen safety / cleanliness, ingredient sourcing and staff culture Food service professional adept at FOH and BOH operations. Demonstrated team leader with excellent staff management skills. Restaurant/General Manager with eight years in restaurants and catering. Strong career progression in casual dining. Highly dedicated to career growth.

## WORK HISTORY

**University Of Wisconsin System - Student of Culinary Arts**  
*Milwaukee, WI • 09/2013 - Current*

- Associates of Occupational Studies in Culinary Arts.

**Penn State University - Exécutive Chef**  
*University Park, PA • 2011 - Current*

- Carefully interviewed, selected, trained and supervised staff.
- Organized special events in the restaurant, including receptions, promotions and corporate luncheons.
- Correctly calculated inventory and ordered appropriate supplies.
- Promoted a positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.
- Led and directed team members on effective methods, operations and procedures.
- Oversaw front of house personnel to maintain adequate staffing and minimize overtime.
- Maintained a safe working and guest environment to reduce the risk of injury and accidents.
- Conducted timely performance evaluations for all front of house staff.
- Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant.
- Achieved highest employee retention rate in the region.
- Received recognition from city of [Best Chef America] for contributions to the community.

**Dos Diablos Restaurant, Consulting Chef - Chef Dos Diablos**  
*City, STATE • 2009 - 2010*

- Manage startup of new restaurant in downtown Chicago.
- Cuisine is Tex-Mex with medium price point.
- Developed mixed Tex-Mex menu with complete accompaniments including appetizers, special house drinks and desserts, Responsible for all aspects of food production including menu planning, acquiring high quality products with vegetables and sides while maintaining medium price point for generous portions.
- Oversee kitchen staff of over 20 people and responsible for all kitchen staff hiring, training, and evaluating.
- Insure the all kitchens provide nutritious, safe, eye appealing and properly flavor food.
- Menu planning, budget preparation, payroll, maintenance, controlling food cost, maintaining financial and inventory records; knowledge of food safety and sanitation, culinary nutrition and supervisory management.
- Manage all operational aspects, including negotiating and managing vendors, items and expenses.
- Mastered fusion of Southern American and Mexican cuisine.

**Los Moles Restaurant, Rest Startup - Executive Chef Consultant**  
*City, STATE • 2008 - 2009*

- Start-up of new restaurant on the north side of Chicago.
- Cuisine is authentic Mexican with a wide variety of recipes focused on rich Mole sauces throughout Mexico.
- Responsible for executing all aspects of a Restaurant start-up.
- Skillfully interacted with external vendors to obtain the best quality in pricing and product.
- Effectively managed payroll and timekeeping, including completion of the proper paperwork for new hires and terminations.

**Real Tenochtitlan Restaurant, Rest Start Up - Executive Chef Restaurant Start- up**  
*City, STATE • 2007 - 2008*

- Real Tenochtitlan Restaurant.
- In charge of developing upscale cuisine focused around regional Mexican recipes.
- Emphases has been made on developing menus that are specific to regions and utilize unique ingredients and offer healthy, organic, and well balanced menu offerings.
- Responsible for executing all aspects of a Restaurant startup.

**Ixcapuzalco & Chilpancingo Restaurants, Exe-Chef - Chef**  
*City, STATE • 2006 - 2009*

- Owner of Chilpancingo Restaurant and in turn responsible for all managerial, operational, and culinary decisions.
- Created a true, authentic, Mexican restaurant with a focus on moles and a changing menu of every two weeks.
- Oversee all menu planning and development, dish creation, and presentation.
- Manage all operational aspects, including negotiating and managing vendors, payroll, and expenses.
- Direct staff of 30 people and responsible for all hiring, training, evaluating, and firing.
- Established a reputation as one of the premier mole restaurants in the world.
- Cook for presidents W.
- Buss in the white house and president of Mexico Vicente Fox Teach cooking classes / Consults / Tutors, young aspiring chefs.
- Carefully interviewed, selected, trained and supervised staff.
- Oversaw front of house personnel to maintain adequate staffing and minimize overtime.
- Maintained a safe working and guest environment to reduce the risk of injury and accidents.
- Skillfully interacted with external vendors to obtain the best quality in pricing and product.
- Conducted timely performance evaluations for all front of house staff.
- Effectively managed payroll and timekeeping, including completion of the proper paperwork for new hires and terminations.
- Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment and supplies.

**Topolobampo Restaurant - Executive Managing Chef**  
*City, STATE • 1991 - 1999*

- worked under and alongside world renowned chef, Rick Bayless, in the creation of one of the first fine dining Mexican restaurants in the United States.
- Cuisine created was centered around regional Mexican fare with a special focus on Mole.
- Write ups and reviews of Topolobampo have appeared in nearly all culinary media outlets.
- Topolobampo has won numerous awards including the "Outstanding Restaurant Award" given by the James Beard Foundation in 2002.
- Directed activities of over 30 employees including hiring, training, evaluating and firing.
- Developed and planned menus and recipes for award winning establishment.
- Responsible for all aspects of food production including recipe planning, purchasing, and costing.
- Responsible for choosing vendors and procuring free range and organic meats and produce.
- Promoted a positive atmosphere and went above and beyond to guarantee each customer received exceptional food and service.

**Frontera Grill Restaurant - Managing Chef**  
*City, STATE • 1987 - 1999*

- Began as entry level line cook at Frontera Grill and within 8 months was promoted to sous chef.
- After working for two years as sous chef under Rick Bayless named Managing Chef.
- As managing chef played a critical role in developing the restaurants recipes and reputation.
- Managing Chef Responsibilities included nearly all operational activities for the restaurant as well as development of cuisine.
- Work a long side by side with renown Chef Rick Bayless In charge of the actual production of cuisine and the minute supervision of a staff of 30 people.
- Worked in all stations including garde manger, rotisserie, entremetier, poissonier, and saucier.
- Quickly promoted to managing chef and was in charge of nearly all operational, culinary, and managerial duties.
- Skillfully interacted with external vendors to obtain the best quality in pricing and product.
- Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment and supplies.
- Reduced labor costs by [3%] percent while maintaining excellent service and profit levels.