

Abigail Saeturn

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Experience

Legends Hospitality

Cook II / August 2019 - October 2023

- Execute cycle counts, manage inventory, and procure items for stock
- Create a weekly schedule for employees
- Scale standardized recipes by converting measurements to meet quantities needed for events
- Monitor and oversee concession stands on game days to ensure standards are met
- Develop special menus with the head chef and culinary team for events and holidays
- Facilitate duties among prep cooks and concession workers

The Art Institute of California

Procurement specialist / October 2017 - December 2018

- Ordered and fulfilled requests based on inventory stock
- Quality controlled produce and items received before adding to our stock
- Contributed to helping with inventory management to meet SLA
- Assisted teachers with creating lesson plans

Fresher - Sacramento

Cook I / April 2018 - December 2018

- Create a biweekly work schedule for employees
- Cooked and prepared meals for community centers and meals on wheels
- Worked with the head chef to create menus to meet client's dietary restrictions
- Maintained kitchen standards up to ServSafe and county guidelines

Skills Summary

- Can type 46 WPM
- Detail oriented with logistics experience
- Problem solving and critical thinking skills
- Excellent at organizing, priority setting, and time management
- Works well with others and is proactive enough to handle working alone

Education

The Art Institute of California - Sacramento

Degree: Art of Cooking | GPA: 3.83 | Date of Graduation: December 2018