

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

Home: (555) 432-1000 - Cell: - resumesample@example.com - -

EXECUTIVE PROFILE

I am seeking a responsible and challenging position that offers opportunities for personal and professional growth in a culinary environment such as fine dining to high-end hotel, catering or education. I prefer a position in Education or Management. So that I can utilize my skills gained during the past 16 years as a Teacher, Supervisor, Trainer, Team Player and Problem-Solver.

SKILL HIGHLIGHTS

- Over 16 years of supervisor experience, this includes: production operations, export and domestic shipping, receiving, inventory control, ordering, budgeting and distribution. Also responsible for Inventory in System Applications and Products (SAP).
- Conduct inventory plans and select teams for a monthly cycle count of over 5000 materials
- Supervise while earning respect from others
- Maintain transactions in SAP for all warehouse, shipping and inventory functions
- SAP System Knowledge.
- Microsoft Office, computer, small and larger appliances
- Maintain timeliness and quality in high volume kitchen
- Quality control
- Strong leadership skills
- Very skillful in teaching, coaching, motivating, training employees and students

CORE ACCOMPLISHMENTS

Staff Development:

- Launched well-received program of professional development courses for all staff.
- Mentored and coached employees resulting in a 12% increase in productivity.
- Managed classes of up to 7 to 30 students.

PROFESSIONAL EXPERIENCE

- 01/2015 to Present **Culinary Arts Instructor**
Lincoln Tech – Kennewick, WA,
- Prepare lesson plans for classroom instruction for credited technical/occupational courses Develops programs curriculum, syllabi, goals and objectives; evaluates students' progress in attaining goals and objectives Taught culinary arts courses in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and development in the field Provides instruction in the theory and practical application of culinary arts; establishes, measures and evaluates program Prepare and maintains all required documentations and administrative reports.
- 01/2014 to Present **Director of Dining Services**
Senior Lifestyle Corporation – Garden Grove, CA,
- Oversee and manage the day to day operation of all Dining Services operations Maintain and uphold corporate standards and meet the financial expectations of departments To ensure exceptional customer service, hospitality and a quality dining experience for our residents Create special meals for special diets, special needs Prepare for special events (grand opening, family night, community activity, and resident private parties) Responsible for purchasing all food and non-food items.
- 01/1 to 05/2010 **Teacher Intern**
North Country Academy – Houston, TX,
- 7 weeks) Demonstrated/Shopped/Organized/Planned for Food and Production Labs Implemented safety, sanitation, and knife skills in the labs Developed creative lesson plans that focused on differentiated instruction Kept students involved and engaged in the lessons.
- 01/1 to 03/2010 **Teacher Intern**

North Country Academy – Oklahoma City, OK,

- 7 weeks) Service Learning Project with 7th grade: made pillows for Haiti
- Developed creative lesson plans that focused on differentiated instruction
- Implemented safety, sanitation, and knife skills in the labs
- Implemented culture and diversity to the class
- Mastered classroom management/kept students involved and engaged in the lessons.

10/2006 to 01/2013 **Paraprofessional/Substitute Teacher**

Accor Hotels – Santa Monica, CA,

- Motivated students to stay on task by completing work given by the teacher.
- Monitored the halls throughout the building.
- Worked effectively with administration, faculty, and staff.
- Participated in "Challenge Day".

01/2006 to 01/2013 **Baking/Pastry Chef**

Cittanuova Restaurant – City, STATE,

- Prepared and make desserts, cakes, gelato, pastries, and dessert sauces
- Mastered at making ethic artisan gelato's and sorbet's
- Plated presentation for service
- Created and design different dessert for the season
- Manage 6-8 food preparation employees.

01/2005 to 01/2006 **Banquet Chef**

Divine Events – City, STATE,

- Maintained Carver/Sauté station for events
- Assisted in plate presentations for sit down wedding, parties and special events
- Food preparation for events
- Set up and break down for event
- Serve food depends on stations(hot or cold foods, desserts).

01/2002 to 01/2004 **Owner/Manger**

Gon Fishin – City, STATE,

- Increased sales from 25% to 50%
- Effectively managed food cost, budgeting, production, sales, inventory, marketing and advertising
- Supervised 8-10 employees
- Responsible for hiring and terminating
- Initiated proper training for customer service
- Monitored food safety and sanitation.

EDUCATION

2012 **Master of Science: Family and Consumer Science**

Queens College CUNY - Flushing, NY

GPA:

2007 **Associate of Science: Culinary Arts**

Le Cordon Bleu College - Tucker, GA

GPA:

1995 **Bachelor of Science: Marketing/Management**

Southampton College of Long Island University - Southampton, NY

GPA:

SKILLS

administrative, advertising, arts, budgeting, coaching, customer service, training employees, special events, financial, food safety, hiring, instruction, Inventory, inventory control, leadership skills, lesson plans, marketing, materials, Microsoft Office, presentations, progress, purchasing, quality, Quality control, receiving, safety, sales, SAP, shipping, supervisor, teacher, teaching