

# JESSICA CLAIRE

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## Professional Summary

To obtain a position within an environment that offers a challenge and the capability to gain more knowledge about the company. To be given the opportunity to grow within the company and the chance to progress in my career. Once a job is obtained within a specific organization, to have the ability to help the company advance productively and efficiently.

## Licenses

## Skill Highlights

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## Professional Experience

**Chef**, 08/2007 to 09/2009

**Your Life Senior Living** â€” Melbourne Village, FL,

- Prepped food for catered events such as; weddings, parties and business luncheons.
- Set-up tables and chairs for banquet and dining space.
- Executed banquet style and plated lunches and dinner.

**Chef/Assistant Manager**, 10/2007 to 09/2009

**Taher, Inc.** â€” South Prairie, IA,

- Prep and cook for lunch service Catered business lunches for CEO of the Museum Manage daily sales reports
- Train new personnel, both front and back of the house Track weekly food cost.

**Cook**, 10/2006 to 10/2007

**Sagora** â€” Fairhope, AL,

- Prep for dinner service.
- Prep and cook for banquet parties of 50 or more clients.
- Line cook during dinner service.
- Bake desserts for both the restaurant and banquet services.

**Cashier**, 04/2004 to 08/2005

**Benihana Inc.** â€” Westbury, NY,

- Process customer transactions.
- Help customers apply for Sears credit cards.
- Process customer return of merchandise.
- Sort, fold, put away unwanted merchandise.

## Education and Training

**Associates:** Applied Science-Medical Billing and Coding, Present

**Grantham University Online College** - ,

GPA:

Applied Science-Medical Billing and Coding

**Certification in Baking and Pastry:** , March 2006

**California Culinary Academy** - San Francisco, California

GPA:

**High School Diploma:** , June 2005

**Walla Walla High School** - Walla Walla, Washington

GPA:

## Skills

credit, clients, personnel, sales reports, tables