JANESSA ARCHER

#34 G Street, Fanny Village, Point Fortin, Trinidad W.I

Cell: 469 6693 Email: nessaq7@hotmail.com

Human Resource Manager,

Massy Stores.

Dear Sir/Madam

I am applying for a position for which my qualifications are suited (Point Fortin Branch). I am a graduate of the University of the West Indies with a Bachelor’s of Science Degree in Human Ecology majoring in **Foods and Food Service Systems Management and Family and Consumer Sciences.**  I have also attained an Associate’s degree in Culinary Management from Trinidad and Tobago Hospitality and Tourism Institute. My goal is to continue growing in skill and knowledge and even impart what I have learned to others. I believe I can achieve this at your organisation since you are experts in your field. The passion I have for all aspects of the hospitality industry particularly food safety and customer service will allow me to contribute to many areas of your organization. If granted the opportunity I know I shall be part of a professional and welcoming team. In case there are not any suitable openings at the moment, I would be grateful if my CV would be kept on file for any future vacancies.

Yours respectfully

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Janessa Archer

janessa archer

**OBJECTIVES/ PROFILE**

To be a part of a challenging organization that would afford me the opportunity to utilize my abilities developed through my experiences and academic qualifications. Seeking an opportunity to contribute to and acquire additional knowledge and competencies. Excellent written and oral communication skills. Works well individually or in a team; able to adapt to and find effective solutions to challenges faced.

**EDUCATION**

2011 – 2014 The University of the West Indies, St. Augustine Campus

**Bsc. Human Ecology**

**MAJORS: Food and Food Service Systems Management**

**Family and Consumer Sciences**

**GPA 3.23 – Upper Second Class Honours**

2008 – 2010 Trinidad and Tobago Hospitality and Tourism Institute

**Associate Degree in Culinary Management**

**GPA 3.11**

2006 – 2008 Holy Faith Convent, PenalIM

**CAPE: Advanced Proficiency Diploma**

UNIT 1: Communication Studies II

Caribbean Studies II

History I

Literatures in English III

Spanish III

UNIT 2: History III

Literatures in English II

Spanish III

2001-2006 Holy Faith Convent, Penal

**CSEC Ordinary Level Certificate - Eight Passes**

Biology 3

Caribbean History 2

English A 1

English B 1

Mathematics 2

Principles of Business 2

Spanish 1

Food and Nutrition 2

**EXPERIENCE**

**On the Job Trainee CAC Assistant Point Fortin Anglican Primary September 2015-Present**

* Monitor, teach and access standard 3-4 students completing the Continuous Assessment Component of the SEA Examinations.

**Head Chef- Drunken Joe’s Restaurant and Sports Bar, Crown Point Tobago- February 2015- August 2015**

* Supervise and control all kitchen activities
* Give directions to line and prep cooks and stewards
* Rostering
* Liaising with distributors and ordering goods
* Preparing kitchen and bar list
* Interaction with customers, occasionally seating and serving guests

**Line Cook- Paria Suites Hotel and Conference Centre September 2014- November 2014**

* Prepared orders for Schelles Restaurant in a timely manner
* Prep for the lines
* Organized prep and cooked food for various functions ie meetings, weddings, graduations etc**.**

**Intern- National Schools Dietary Services Limited 02/06/14-02/07/14**

* Assigned to Penal Lunch Center
* Involved in all aspects of the operation: Food prep, Delivery, Ordering, Receiving, and Inventory.

**Intern- Ministry Gender Youth and Child Development 03/06/2013 -12/07/2013**

* Worked in the Gender, Law, Human Resources Departments and the National Family Services Division.

**Intern- Petroleum Company of Trinidad and Tobago (Petrotrin) 15/07/2013-29/08/2013**

Assigned to the Dietitian at Augustus Long Hospital Pointe-a Pierre

* Assisting kitchen staff in food preparation and distribution
* Conducting anthropometric and clinical evaluations at the company’s Wellness Center
* Created a goods receipt and storage mechanism for the Hospital’s kitchen chiller.

**Food and Beverage Representative- Trinity Hall, UWI St. Augustine Campus 2012-2013**

* Member of the Hall Committee- involved in many meetings with Hall and Campus Administration and the Guild.
* In charge of F & B Committee.
* Directed staff in the catering of events such as Hall Concerts, tea parties, Barbeque Sales, Sports Day and After Parties.
* Menu creation and budgeting
* Ordering drinks for and running the bar at fetes and after parties.

**Assistant Management Trainee-**  **CoCo Reef Hotel, Tobago July 2010- October 2010**

* Working with managers of various departments
* Supervising the prep of breakfast buffet
* Grilling foods on the spot at beach front
* Deciding menu and preparing those items for the lunch buffet
* Responsible for staff lunch in the absence of the staff cook
* Spent time in the butcher shop and pastry shop

**Intern – Paria Suites Hotel and Conference Center** June**-July 2010; June-August 07**

* Assisting in cooking
* Preparing breakfast orders
* Serving on the buffet
* Processing orders

**Personal Catering**

* Preparing and delivering lunch orders

**Extra-Curricular Activities**

* Cooking
* Badminton/Tennis
* Adventure/ Exploring
* Reading
* Swimming