

TERESSA WHITE

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PROFESSIONAL SUMMARY

I am a highly organized and detail-oriented Food Service Specialist that works well in diverse and fast-paced team settings seeking an entry level food service position.

SKILLS

- Critical thinking
- Customer service oriented
- Dedicated team player
- Microsoft Office Suite
- Administrative support specialist
- Works well under pressure
- Accurate and detailed
- Good communication skills
- Problem solving
- Good multitasker
- Service-oriented
- Detail-oriented

WORK HISTORY

10/1991 to 06/2009

Food Service Specialist (Cook)

US Army - Fort Lewis, WA

- Performed preliminary food preparation procedures; ensured that proper procedures temperatures, and time periods are adhered to in food preparations.
- Utilized equipment such as mixer, convection ovens, stoves, grills and steam kettles.
- Monitored food temperatures to maintain safety at all times.
- Performed progressive cooking duties y refilling all empty containers in a timely manner.
- Prepared three meals a day for approximately 1500 people in an organized dining facility.

10/1991 to 06/2009

Food Service Operations Manger

US Army - Fort Lewis, WA

- Supervised the preparation, cooking and serving of over 3,500 meals per day
- Trained, assigned and coordinated shift workers to promote efficiency of operations.
- Supervised shift workers in the preparation and cooking of all types of food ensuring that all food safety standards were adhered to.
- Served as shift leader while training 15 soldiers during preparation of three (3) meals daily.
- Inspected equipment and food for proper temperatures and storage practices resulting in food safety standards being met.

04/2011 to 10/2014

Senior Food Service Operations Manger

US Army - Fort Lewis, WA

- Managed daily office operations for staff of 109 employees.
- Maintained electronic and paper filing systems.
- Developed standard operating procedures for all administrative employees.

EDUCATION

2010

Associate of Arts: General Studies

American Military University - Charles Town, WV

2016

Associate of Applied Science: Paralegal Studies

El Centro College - Dallas, TX

ACCOMPLISHMENTS

6 years - Highest Commendable Rating for the Department of the Army
2 years - Consecutive 1st place Phillip A. Connelly Garrison Competition
General's Recognition for Outstanding Leadership Award

AFFILIATIONS

Phi Theta Kappa and Sigma Alpha Lambda