

CO-OWNER/EXECUTIVE CHEF

Career Focus

Performance driven administrative professional with extensive experience in purchasing and operations in support of top organizational objectives. Fourteen years' experience in purchasing, including project management of multi-sites with a diversified background in the food service industry, purchasing and construction. Intellectual as well as innovative and skilled at executing multi-projects in the most cost effective, time efficient, safe & quality producing manner. Recognized for the application of impressive research and forecasting skills that discover untapped profits and elusive resources.

Summary of Skills

Operations Streamlining

Customer Service

- Strategic planning
- Forecasting
- Process development
- Product management
- Budget Management
- Client Relations
- Vendor Administration
- Vendor Negotiations
- Account Management
- Creative Problem Solving

Accomplishments

Earned "Top Performer" award in 2016

Professional Experience

Co-owner/Executive Chef 03/2010 to 01/2017

Company Name City, State

- Successfully manage a café style restaurant, increasing sales through quality food, exceptional service and value.
- Plan menus, estimate food and beverage costs, purchase and maintain adequate inventory to meet needs.
- Assist in creating innovative marketing campaigns to increase visibility of the restaurant.
- Assist in hiring, training, directing and scheduling of employees.
- Manage financial areas including budgeting, cost control, payroll and general accounting.
- Keep abreast of all state and federal laws and regulations.
- Approved externship site to develop students to work within foodservice industry.

Receiving Clerk/Purchasing Coordinator Director of Purchasing 02/2009 to Current

Company Name City, State

- Maintained an atmosphere of enthusiastic customer awareness with an emphasis on fast, friendly customer service.
- Build and maintain classroom recipes and create daily production templates within Food-Trak database to maintain production standards as set forth in corporate curriculum.
- Formulate supplier inventory and pricing database for LCB-Dallas utilizing the new BirchStreet ordering system.
- Create database production templates to procure weekly food orders to meet departmental needs.
- Continuously price-check various items available and received through multiple Avendra suppliers to ensure accurate and best pricing for like products.
- Determined recurring business needs and maintained necessary inventory levels.
- Monitored weekly, monthly and quarterly achievement goals.
- Divide food order accordingly to ensure complete and accurate deliveries per curriculum from multiple suppliers that guarantee adequate stock and optimal product freshness to meet student and special event production requirements.
- Receive, inspect and temperature check all deliveries; refuse any bad product, then date and stock items according to FIFO system.
- Organize storeroom and fill requisitions for classrooms following proper ServSafe food safety guidelines.
- Maintain appropriate receiving records within the database and excel that allow for quick independent cross referencing of purchase orders, departmental performance, and optimal cost accounting.
- Ensure all student supplies such as uniforms, textbooks and toolkits are managed month to month and are distributed accurately to provide accountability with minimal variance.
- Maintain adequate inventory to fulfill distribution requirements during and between each start.
- Conduct monthly inventory of all procurement stock.
- Build and maintain Vendor relationships.
- Provide exceptional service to students and co-workers.
- Listen and respond to customer requests or problems in a timely manner.
- Analyze and prioritize issues while maintaining focus on solving problems.
- Identify and implement new solutions to resolve problems successfully in a timely manner.
- Maintain a high standard of performance and accountability for timely completion of work assignments.
- Accept increasing levels of responsibility and perform additional assignments after expected work is completed.
- Develop and implement clear plans to accomplish specific objectives while prioritizing and making adjustments on the fly when needed to assure that activities and objectives are performed in alignment with critical needs and goals of department and curriculum.

Catastrophe Insurance Claims Adjuster 01/2004 to 01/2009

Company Name State

- Outsourced through various insurance companies during catastrophe situations.

- Handled approximately 100-200 claims directly with the insured.
- This involves the ability to deal with people in high stress and anxiety situations using time management skills efficiently.

Education

Bachelor of Arts : Culinary Management September, 2012 LE CORDON BLEU COLLEGE OF CULINARY ARTS City , State Culinary Management

Skills

Food-Trak : BirchStreet : Word : Excel