

**Jamie F. Beard**  
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## Profile

Passionate, detail-oriented Line Cook with recent education and experience in culinary techniques and customer service. Adept at multitasking in a fast-paced environment and highly familiar with current safety, health, and sanitation standards.

## Key Skills

- Customer service
- Strong oral and written communication skills
- Teamwork
- Education
- Physical fitness

## Education

### **Associate in Science in Culinary Arts Management**

*Miami Dade College, Miami, FL, August 2019 – Present (will graduate May 2021)*

Coursework completed:

- Culinary Terminology & Procedures
- Food Production
- Basic Baking
- International Cuisines
- Safety & Sanitation

### **High School Diploma,**

*South Miami Senior High School, Miami, FL, 2019*

- Cooking Club – Vice-President (2018-2019)

## Professional Experience

### **Line Cook, Pembroke Pines Grill & Bar, Pembroke Pines, FL**

*September 2020 – Present*

- Preparing the grill, salad prep, and fry stations
- Managing expediting station to ensure food quality and prompt service
- Reviewing daily ingredient inventory
- Cleaning, sanitizing and conducting safety procedures on kitchen equipment
- Coordinating with Kitchen Manager regarding special requests and customer complaints
- Serving approximately 120 diners each shift

### **Volunteer Food Server, Camille House, Miami, FL**

*April 2020 – August 2020*

- Helped kitchen personnel set up for meal preparation for 100+ diners nightly
- Notified staff of inventory needs
- Rotated perishable items
- Assisted with kitchen cleanup and sanitation
- Prepared take-out meals for client pick-up

### **Server, Boulay, Miami, FL**

*February 2019 – March 2020*

- Greeted customers and took orders
- Prepared in-house and take-out orders
- Prepared raw meats, vegetables and sauces for cooking and serving
- Provided table service and other attentiveness to guests
- Cleaned and sanitized kitchen workstation and dining area