

CN Students

1212 Boogie Boogie
Ave
Escanaba, MI 49829
Cell phone: (906) 555-1212

Skills and Experience

Skilled Line Cook

Understanding of professional cooking skills
Understanding and knowledge of safety, sanitation and food handling procedures
Three years of experience

Skilled Computer Operator

Microsoft Windows Operating Systems
Computer Maintenance
Networking
Unix/Linux Operating Systems

Education Experiences

Bay de Noc Community College

Attendance: 08/10 to Present
Escanaba, MI
Major: Computer Network Systems & Security
Second Major: Computer Information Systems

Awards and Honors

Blazing Service (Customer Service) Certification - Michigan Works
MTA: Windows Operating System Fundamentals - Microsoft Certification

Work Experience

Line Cook

Dates: 07/08 to Present
Employer: Island Resort & Casino
Harris, MI

Maintain sanitation, health, and safety standards in work areas
Clean food preparation areas, cooking surfaces, and utensils
Verify that prepared food meets requirements for quality and quantity
Accurately take food and drink orders and receive payment from customers
Wash, cut, and prepare foods designated for cooking
Cook the exact number of items ordered by each customer, working on several different orders simultaneously
Serve orders to customers at windows, counters, or tables
Clean, stock, and restock workstations for ease of operations
Pre-cook items such as bacon, in order to prepare them for later use

Island Casino Custard Shop

Dates: 03/08 to 07/08

Employer: Island Resort & Casino
Harris, MI

Accurately process payment of products through cash, check, credit cards, vouchers, or automatic debits

Issue receipts, refunds, credits, or change due to customers

Accountable for proper balance of cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change

Prepare orders for the customer and serve

Resolve customer complaints

Answer customers' questions, and provide information on procedures, policies, and offer general information about the casino and surrounding area

Adult Care Provider

Dates: 01/06 to 08/06

Employer: Michigan Department of Human Services
Manistique, MI

Assist with walking and light exercise

Plan and prepare meals, followed by clean-up

Light housekeeping to include dusting and vacuuming

Assist with bathing, dressing and grooming

Laundry

Run Errands

Report any significant changes to nurses

Gaming Dealer

Dates: 10/01 to 02/03

Employer: Kewadin Casino
Manistique, MI

Service customer needs

Provide information about the casino and surrounding area

Inspect cards and equipment to be used in games to ensure that they are in good condition

Open and close gaming tables

Answer questions about game rules and casino policies

Exchanged paper currency for chips or coins

Check to ensure that all players have placed bets before play begins.

Conduct gambling games following all applicable rules and regulations

Pay winnings or collect losing bets as established by the rules and procedures of a specific game