

Ricky Stokes



Contact

Address:

Phone:

Email:

Languages

Spanish – C2

German – A2

Summary

Professional Chef with 9 years of extensive experience in Southern Cuisine. Capable of managing dining services of up to 100 tables while managing and motivating staff to perform to best of abilities across every service. Consistently create new recipes and menus, implementing seasonal ingredients and modern techniques.

Skill Highlights

- Knife Work
- Italian Cuisine
- Latin American Cuisine
- Baking
- Adaptability

Experience

REDFORD & SONS – Boston, MA

Office Assistant, September 2011 – Present

Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers

Trained 2 Office assistants during a period of company expansion to ensure attention to detail and adherence to company policy. Developed new filing and organizational practices, saving the company \$9,000 per year in contracted labor expenses. Maintain utmost discretion when dealing with sensitive topics. Manage travel and expense reports for department team members

BRIGHT SPOT LTD. – Boston, MA Secretary, June 2008 – August 2011

Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management. Opened, sorted, and distributed incoming messages and correspondence. Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices. Greeted visitors and determined to whom and when they could speak with specific individuals. Recorded, transcribed and distributed minutes of meetings.

Education

SCOTTSDALE CULINARY INSTITUTE – Scottsdale, AZ

Associates Degree in Culinary Arts May 2007