



Kathleen Medina

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Summary

I am a driven woman who is searching for a position in a field involving work with multiple cultures and people. My strengths come from social and interpersonal communications. My background is in Hospitality and child care. I desire a position in a results-oriented company that seeks an ambitious and career-conscious person, where acquired skills and education will be utilized toward continued growth and advancement.

Education

Pasadena Memorial High School, Pasadena, Texas
High School Diploma, Graduated June 2010

attended school here from August 2006- June 2010 and completed my studies

Auguste Escoffier School of Culinary Arts, Austin, Texas
Culinary Management, Graduated July 2017

I completed a 2 year program at a higher education institution where i trained in all aspects of opening and operating a restaurant.

Employment History

Golden Bagels and Coffee, Houston, Texas
Kitchen Manager/ FOH, May 2017 - July 2019

Managed a kitchen at a busy breakfast and bakery. I was in charge of ordering food, keeping inventory, hiring staff, scheduling staff, creating menu ideas and special, attending events as a representative of the restaurant, and coordinating catering events

Southern Comfort Kitchen

Catering and Concessions Manager/ Bar Manager, February 2016 - May 2017

-Ran the concessions and catering department of our restaurant which provided concession services to a local convention center

-was in charge of creating our concession bar and food areas and getting all proper paperwork and certifications

-keep inventory and stock as needed

-Act as a liason between the restaurant and convention center

-Go out to different nearby Companies and share information about our catering programs as part of business development

Salted Chef, October 2015 - July 2018

Private Chef- would prepare meals in a clients home for the weekend portion them in separate containers- grocery shop for all ingredients- keep inventory of what products or spices the client already had-

worked remotely

Stuckardt Family, Bad Hersfeld, Hesse
Au pair, September 2013 - April 2014

Cultural exchange program that i had with a family in Germany. They wanted their daughter to learn English and I wanted to travel the world. I learned a lot about the German culture and language. I also created fun and engaging ways to the teach the child English since she was only 3

Hubrich Family, Cologne, North Rhine-Westphalia
Au pair, May 2014 - October 2014

I was a short term aupair for the hubrich family(because my one year visa was over) and this experience was rewarding . The boy i cared for was 4 years old and his mother got an aupair because his father was british and she wanted her son to know English. Also in this time I attended events called mundo lingo which is a language exchange meetup, and ended up coordinating one of these events in Houston.

Harris County District Clerk, Houston, Texas
Family Clerk, October 2014 - December 2015

I work for the Harris county judicial system in family courts. I operated the English/Spanish window and received paperwork for people filing family cases (I.e Child support, divorce, adoptionc etc)

Champions After School Program, Houston, Texas
Site Director, August 2012 - July 2013

I coordinated and after school program for children ages 4-10 years. I helped them with homework, gave them a snack, created fun and engaging ideas, and read them a book at story time every day.

Hobbies & Interests

I enjoy cooking with my whole heart.

I love languages! I am obsessed with learning them too

I love to food style, which is prepare food beautifully and then take photos of it

I enjoy painting in my free time and traveling the world

Professional Skills

INVENTORY	Advanced
TIME STUDIES	Competent
CHEF	Competent
CHAMELEON	Beginner
OPERATIONS	Beginner

Child care	Advanced
Natural Language Processing	Competent
Scheduling	Competent

Languages

English	Fluent
German	Conversational
Spanish; Castilian	Fluent