

# JUDY V. CASTILLO

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Seeking a position that will allow me to use my skills in an organization that offers opportunity for advancement.

## EXPERIENCE

### JAN 2017 - NOV 2020

#### MANAGER OF MIMOSA SCHOOL CAFETERIA - FULTON COUNTY SCHOOL NUTRITION PROGRAM

- Oversaw the preparation, cooking, and serving of food for the purpose of providing students and staff a high nutritional and quality as well as meeting individual needs.
- Supervised employees of the cafeteria. Handled their information and evaluations.
- Responsible for the inventory and the rotation (FIFO)
- Placed orders for food, supplies, and paper according to the production and needs served.
- Checked the quantity and quality of orders received.
- Followed all sanitation and health regulations, as well as meal nutritional standards.
- Managed customers' complaints and resolved issues related to food quality.
- Kept detailed administrative records regarding meals, plans, costs, and hours worked.
- Promoted the participation of students and staff during the school year.
- Pride of the Program Award July 2018 for Administrative success during the School year 2017-2018
- The Juggler Award July 2019 for keeping the meals at the top.

### NOV 2015 – JAN 2017

#### WORKER AT CHATTAHOOCHEE HS AND WILSON CREEK ES CAFETERIAS - KELLY SERVICES

- Maintained, organized, and cleaned the service line.
- Placed products in the refrigerator and snack stand according to the expiration date (FIFO).
- Worked as a Cashier during lunchtime following all the instructions to close the cash register.
- Used the HACCP system during all workday.

### MAY 2015 – NOV 2015

#### CAFETERIA WORKER AT CHATTAHOOCHEE HS AND WILSON CREEK ES - PUBLIX SUPER MARKETS

- Maintained, organized, and cleaned the service line.
- Placed products in the refrigerator and snack stand according to the expiration date (FIFO).
- Worked as a Cashier during lunchtime following all the instructions to close the cash register.
- Used the HACCP system during all workday.

### APR 2008 – JUL 2013

#### DINING COORDINATOR - VENEZUELA AIR FORCE (VENEZUELA)

- Performed daily inventory
- Prepared weekly menu with the nutritionist.
- Ordered cooking menu items.
- Taught preparation and cooking techniques to personnel.
- Quality control and presentation of the dishes served.
- Organized special social events.

## EDUCATION

- OCT 2020  
HEALTH AND NUTRITION CERTIFICATION, APRENDE INSTITUTE, MIAMI, FL
- SEP 2020  
MARKETING DIGITAL BASIC CERTIFICATE, LATIN AMERICA ASSOCIATION, ATLANTA, GA
- SEP 2020  
MICROSOFT EXCEL BASIC CERTIFICATE, LATIN AMERICA ASSOCIATION, ATLANTA, GA
- DEC 2014  
ENGLISH AS A SECOND LANGUAGE CERTIFICATE, GWINNETT TECHNICAL COLLEGE, GWINNETT, GA
- FEB 2012  
GASTRONOMY OF VENEZUELA DIPLOMA, UNIVERSIDAD EXPERIMENTAL LIBERTADOR, VENEZUELA
- MAY 2010  
EXECUTIVE CHEF DIPLOMA, UNIVERSIDAD EXPERIMENTAL LIBERTADOR, VENEZUELA
- 1998  
ASSOCIATE OF SCIENCE IN FOOD TECHNOLOGY, INSTITUTE OF TECHNOLOGY YARACUY, VENEZUELA

## SKILLS

Organization  
Team working  
Leading  
Administration skills (reports, schedule, activities, etc.)  
Excel, PowerPoint, Word.  
Communication skills  
Meal planning  
Food preparation and service  
Food service and sanitation  
Spanish – Native language  
English - Advanced