



2316 Eastgate Way · Tallahassee, Florida 32308  
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<b>Work Experience</b>	<b>Keiser College</b> 1700 Halstead Boulevard, Tallahassee, Florida <i>Chef Instructor</i>	<i>10/04 to Present</i>
	<ul style="list-style-type: none"><li>• Restructured existing internship into an intensive four-month externship program while supervising multiple students in the program</li><li>• Managed a medium-scale purchasing budget while teaching multiple subjects to culinary students</li><li>• Served as a faculty advisor for Phi Theta Kappa honors society</li></ul>	
	<b>My Secret Chef!</b> P.O. Box 13092, Tallahassee, Florida 2316 Eastgate Way, Tallahassee, Florida 32308 <i>Personal Chef/Owner</i>	<i>7/03 to Present</i> <i>4/02 to Present</i>
	<i>General Consultant (Computers, Project Management)</i>	<i>4/03 to 11/03</i>
	<b>Food Glorious Food</b> 1950 Thomasville Road #A, Tallahassee, Florida <i>Baker</i>	<i>3/03 to 4/03</i>
	<b>Andrew's 228</b> 228 Adams Street, Tallahassee, Florida <i>Intern / Prep Cook</i>	<i>11/02 to 5/04</i>
	<b>Rebecca Babbit, Catering &amp; Consulting</b> Tallahassee, FL <i>Catering Assistant/Sous Chef</i>	
	<b>MediaBrains, Inc.</b> 2950 Tamiami Trail North, Naples, Florida 34109	
	<i>Business Analyst/Account Manager</i>	<i>4/01 to 11/01</i>
	<ul style="list-style-type: none"><li>• Managed development teams creating new applications, client-oriented reporting by using project management skills, user interface design, standard process development and deployment</li></ul>	
	<i>Sr. Solutions Consultant</i>	<i>1/01 to 4/01</i>
	<ul style="list-style-type: none"><li>• Drafted procedures and created lesson plans and resource materials pertinent to internal procedures and proprietary software and the subsequent training of internal staff and external audiences</li></ul>	
	<i>Production Manager</i>	<i>5/01 to 1/01</i>
	<ul style="list-style-type: none"><li>• Managed and trained a team of six project managers to implement custom directory solutions</li></ul>	
	<i>Project Manager/Web Developer</i>	<i>8/99 to 5/01</i>
	<ul style="list-style-type: none"><li>• Consulted with clients to build fifteen customized solutions while providing technical support for approximately sixty-five directory sites</li></ul>	
	<b>Department of Corrections</b> 105 S. Rockingham Ave, Tavares, Florida 32778	
	<i>Correctional Probation Officer</i>	<i>2/95 to 7/99</i>
	<ul style="list-style-type: none"><li>• Responsible for the supervision of felony offenders</li><li>• Responsible for developing lesson plans and measurements for pertinent subject matter</li></ul>	
	<b>Target Stores</b> Orlando, Florida	
	<i>Multi-Store Assets Protection Team Leader</i>	<i>7/92 to 9/94</i>
	<ul style="list-style-type: none"><li>• Directly managed a team of employees focused on stock shortage and safety while authoring documents and training for store employees</li></ul>	

**Tau Kappa Epsilon Fraternity**

8/89 to 2/90

Tallahassee, FL  
Cook

Planned meals, ordered and purchased supplies and prepared meals for Chapter meetings while attending Florida State University.

**Education****Keiser College****Capital Culinary Institute**Tallahassee, Florida  
Associate of Science Degree  
4.0 GPA

6/03

**Human Factors International**Norcross, Georgia  
User-Centered Design

3/01

**State of Florida****Department of Corrections**Orlando, Florida  
FDLE Instructor Certification  
Field Training Officer  
Correctional Probation Officer Academy

10/98

5/97

8/95

**Florida State University**Tallahassee, Florida  
Bachelor of Science in Criminology  
Security Administration Certificate  
Certificate in Law Enforcement

8/91

8/91

8/91

**BEC Forensic Artistry Division**Tallahassee, Florida  
Forensic Art Certification

6/91

**Technical Skills**

Knowledgeable of User-Centered design principles (as developed by HFI) · Proficient in multiple computer applications including Microsoft Office, Project, InterDev, and Visio; Adobe Photoshop, Illustrator and Acrobat; Macromedia Studio; Quark Xpress · Overall website planning, design and construction.

**Special Skills**

Artistic cake decoration · Extensive cooking and baking skills · Experience with quality tools and statistical analysis · Organization and systems efficiency · Process improvement and analysis

**Activities and Awards***Current*

Member of American Culinary Federation – Certified Culinarian · Officer in the American Culinary Federation – Tallahassee Area Chefs Association · Member Advisory Board for Capital Culinary Institute of Keiser College · Substituted for the Directing Chef at the Florida Governor's Mansion on several occasions in August 2003 · Recipient of Award for Childhood Hunger Day 2002 from American Culinary Federation – Tallahassee Area Chefs Association · Appointee for the Florida District of Pilot International · Officer and Member Pilot Club International – Tallahassee Chapter · ServSafe Certification, Spring 2002

*Past*Honors Graduate · Dean's List, Spring 2002, Summer 2002 · Fall 2002 · Public Relations Secretary for Phi Theta Kappa, Beta Iota Omicron Chapter · Volunteer for National Prayer Breakfast 2002 · Over four years of volunteer work as Website Administrator with Angel Flight Southeast, a non-profit organization ([www.angelflightse.org](http://www.angelflightse.org)) · Probationer's Educational Growth Program Coordinator · Office Quality Coordinator · Instructor for the Florida Department of Corrections · Member of the Consumer Credit Counseling Services Citizen's Advisory Committee · Certified Field Training Officer · Author of Statewide Training and Quality Materials · Recipient of a Letter of Commendation · Recipient of a Department of Corrections Quality Award