Kristen Bray

4961 E. Co. Rd. 600 N.

Mooreland Indiana 47360

(765)465-0257

krbray@bsu.edu

Hello Mr. Boling,

 My name is Kristen Bray, and I have a real desire to get back into the food field. I am currently, the Chief Financial Officer for Reliable DC Power Solutions out of Indy. I miss wanting to go to work every day, because I do not love what I am doing, I love food, customer service, and management.

I am currently a Senior at Ball State University, pursuing a degree in Food Management. I have completed Serv Safe, as well as many classes that will help me to use my knowledge to the fullest in a position of management. I have completed courses in cooking, management, how to profit, as well as track that profitability, how to place orders, find vendors, and manage employees.

 I recently read about the job opportunities available in New Castle, and I would love to be a member of your team. Food is my passion, and I live the job, this would be my dream job, in the facts that I want to be part of something bigger doing what I love, and pleasing those I serve. Getting back into this field in a management position would be a dream come true. I am most interested in the Manager position.

In my current job, I manage, and handle the salaries of a growing company. In my many past jobs in the food industries, I have lead, followed, bussed, waited tables, washed dishes, prepped food, ran a register, planned orders, trained employees, learned computer skills, and most of all learned customer service skills that exceed most standards. I bring my best into my work environment and constantly strive to make it better. This experience would be a blessing for me, and I truly hope for the opportunity to work with you. Thank you for your time!

**Enclosed: Resume and References**

**Kristen R. Bray**

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**Profile**

Job experiences in restaurant, catering, retail, computers, management, and money-handling. ServSafe Certified. Excellent oral and written communication skills. Senior in the Hospitality and Food Management Program at Ball State University.

**Work Experience**

**Reliable DC Power Solutions,** Indianapolis; Fishers, IN, 7/2010-present

*Chief Financial Officer*

* Plan routes for Employees
* Sole Finance Hander
* Managing Accounts Receivable
* Work closely with upper management on finding solutions for numerous problems the Company encounters due to limited work space and budget
* Hold daily meetings with staff to rethink and refigure goals

**Ball State University**, Muncie, IN, 8/2010-5/2012

*Food Service Worker/Noyer Dining Hall*

* Monitor food temperatures hourly and on time variance
* Keep work areas well stocked, cleaned and organized throughout work shift
* Work areas include Market Deli, Grill, Crispy Greens, Sweets, Dish room, Mom’s, Lunch Retreat Carving station, and Cook’s help
* Work in other units when needed, including Woodworth Commons, Elliott Dining, and University Catering
* Constant application of ServSafe policies and guidelines
* Often oversee and close multiple work areas in a shift

**Bills Diner/Weenee World,** New Castle, IN, 5/2009-6/2012

*Server, Busser, Register, Lead*

* Set linens and place settings, roll silverware, fold napkins
* Prepare and serve beverages
* Hand-serve service and bussing
* Reset tables when needed,
* Customer service
* Tend to guest needs throughout shift
* Clean and reset upon closing
* Lead of shift

**Certifications**

* ServSafe
* CVENT
* Controlling Foodservice Costs

**Specific Classes**

* Food Management
* Customer Service
* Cost Control
* 220/110 – Food Preparation
* Accounting
* Math through Calculus

**Education**

**Blue River Valley Jr. Sr. High, New Castle Indiana,** Graduated top in class with Academic Honors Diploma and college credit from AP course; granted scholarship from high school sports in which I was captain; inducted into the Academic Honor Society,; member of SADD History Club, Basketball, Track, Softball, and Golf

**Ball State University, Muncie, IN,** Hospitality and Food Management

I’m a senior, I have completed most every class for my major, just need core classes to graduate. I have a Minor in Business Management, and have also taken a few Spanish classes. I have completed classes in cooking, management, cost control, Sanitation and Customer Service.

**Work References**

**Rick Wickliff,** Reliable DC Power Solutions Indianapolis, IN, (317)908-3298

**Laura Jolley,** Bills Diner Manager, New Castle, In (465) 2152

**Meg Jeffers,** Ball State University Dining, Muncie, IN (765) 729-3241