

**Joy Ide**  
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**Objective:** To apply my education in the business and hospitality fields.

**Education: Central Arizona College (Expected Graduation Date: May 2010)**

8470 N. Overfield Road  
Coolidge, AZ 85228

Major: Associates of Applied Science in Business

Minor: Hospitality and Restaurant Management

Course Completions:

- The Elements of Professional Cooking (5/8/2005)
- Presenting Service, the Ultimate Guide for Foodservice Workers (12/13/2005)
- ServSafe Certification (2/21/2006)
- Managing Foodservices (5/9/2006)
- Professional Baking (5/8/2006)
- Introduction to Hospitality (12/12/2006)
- HACCP Manager's Training Course (5/7/2007)
- Supervision in Hospitality (12/8/2008)
- Facilities Management (5/11/2009)
- The Legal & Regulatory Environment of Business (12/9/2009)

**Casa Grande Union High School (Graduated: May 28, 2004)**

2730 N. Trekell Road Casa Grande, AZ 85222

Major: General Studies

**Work Experience**

**Central Arizona College Business Division Work Study (Jan 2009-present)**

- Performed clerical and computer duties
- Helped professor with setting up for class
- Helped in creating and setting up class schedules
- Assisted with recruitment and job fairs around the Signal Peak Campus.

**Robson Ranch Grill (November 2007-January 2009)**

- Food Expeditor
- Snack Bar Attendant
- Dinner Hostess
- Server
- Knowledge of POS System

**Qualifications**

- Prompt, Dependable
- Good work ethic
- Can learn new skill quickly
- Completes tasks in timely manner
- Experienced in Butler, Buffet, and Tea service
- Basic knowledge of Microsoft Word and Microsoft Excel

**References:** References available upon request.

Updated: 10/05/09

