

# Josephine Simpson

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## SUMMARY

Enthusiastic culinary professional with over three years in fast-paced kitchen environments, focusing on food preparation and safety protocols. Committed to maintaining high standards of cleanliness while fulfilling event requirements. Strong communicator and proactive team player eager to enhance team dynamics and service quality. Prior experience includes preparing diverse dishes and managing food safety regulations effectively. Recognized for supporting collaborative efforts in large-scale meal preparations. Eager to bring dedication and skills to deliver exceptional culinary experiences at Levy Culinary Services.

## EDUCATION

**Associate Degree in Culinary Arts**  
Chicago Culinary Institute    GPA: 3.8  
*Coursework: Culinary Techniques, Food Safety Management, Nutrition, Menu Planning*

2026  
Chicago, IL

## TECHNICAL SKILLS

- **Kitchen Management Systems:** HACCP, ServSafe, NSF Standards
- **Cooking Techniques:** Grilling, Sautéing, Baking
- **Safety Standards:** OSHA Guidelines, Food Safety Regulations, Sanitation Protocols
- **Food Storage Tools:** Coolers, Freezers, FIFO practice
- **Problem-Solving Tools:** Root Cause Analysis, Scenario Planning, Team Brainstorming
- **Preparation Equipment:** Mixers, Ovens, Blenders
- **Service Tools:** Serving trays, Menu Boards, Labeling Stations
- **Documentation Processes:** Temperature Logs, Safety Checklists, Cleaning Routines
- **Cleaning Supplies:** Sanitizers, Detergents, Scrubbers
- **Training Methods:** Hands-On Instruction, Peer Mentorship, Guided Practice

## SKILLS

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|-------------------------|-------------------------------|------------------------|----------------------------|
| • Food Preparation      | • Team Collaboration          | • Inventory Management | • Workstation Organization |
| • Food Safety           | • Menu Planning               | • Cleaning Protocols   | • Food Quality Monitoring  |
| • Sanitation Procedures | • Kitchen Equipment Operation | • Recipe Development   | • Labeling Standards       |
| • Time Management       | • Customer Engagement         | • Cooking Techniques   | • Hygiene Practices        |

## EXPERIENCE

**Culinary Assistant**  
University Project

August 2025 - Present  
Chicago, IL

Responsibilities include meal preparation for university events while ensuring strict adherence to food safety guidelines. Collaborates with chefs for menu development that considers dietary needs, effectively contributing to various catered events.

- Assisted in meal creation for special university functions, ensuring all safety protocols were followed.
- Collaborated closely with chefs to tailor menu items accommodating dietary restrictions.
- Maintained a clean and organized workstation, consistently praised for quality support during events.
- Engaged in continuous learning through dynamic training sessions focused on sanitation best practices.
- Supported both setup and breakdown of multiple food stations, enhancing overall event efficiency.
- Documented culinary processes meticulously to uphold compliance with health standards.

**Food Safety Researcher**  
Capstone Project

January 2025 - May 2025  
Chicago, IL

Conducted research aimed at improving food safety practices within local restaurant kitchens. This involved engaging with stakeholders for comprehensive insights into existing operations and potential improvements.

- Performed extensive studies on food handling practices and reported findings to university partners.
- Created educational reports outlining effective food storage methods to reduce waste.
- Delivered presentations showcasing research outcomes which garnered acclaim from faculty and industry attendees.
- Participated in practical demonstrations to apply researched theories in real hospitality settings.
- Worked within a team to produce materials designed to elevate kitchen hygiene awareness.

- Sought feedback regularly to refine presentation content and delivery techniques.

**Student Kitchen Helper**

September 2024 - June 2025

Part-Time Work

*Chicago, IL*

Responsible for assisting kitchen staff with daily operations that included food service tasks and equipment upkeep. Demonstrated reliable teamwork amidst busy lunch hours.

- Supported staff during meal service periods by preparing and delivering meals efficiently across campus.
- Oversaw food quality checks, addressing any freshness concerns promptly per supervisory directions.
- Provided patrons with insightful information about ingredients, enhancing their dining experience.
- Ensured cleaning routines were maintained throughout shifts, contributing to workspace safety.
- Playing a key role in the training of peers regarding established kitchen safety protocols.
- Cultivated a positive environment through open communication and active collaboration with team members.

**LEADERSHIP & AWARDS**

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- Dean's List, Chicago Culinary Institute, 2024
- First Place, Culinary Competition, Chicago Culinary Institute, 2025

**CERTIFICATIONS**

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- Food Handler Certification 📅 2025
- ServSafe Food Protection Manager Certification 📅 2026

**PROFESSIONAL AFFILIATIONS**

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- Member, Culinary Club, Chicago Culinary Institute, 2024 – Present
- Volunteer, Local Food Bank, 2024 – 2025

**LANGUAGES**

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- English (Native)
- Spanish (Proficient)

**ADDITIONAL INFORMATION**

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**Work Status** : Authorized to work in United States. No sponsorship required.

**REFERENCES**

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AVAILABLE ON REQUEST