

# Chaz French

2140 Shattuck Ave #2491 Berkeley, CA 94708  
201 893 0412 chazfrench@gmail.com Food Handler Permit #589729

## Culinary Experience:

### Golestan Center for Language Immersion & Cultural Education Berkeley, CA

02/11 - Present Chef

Responsible for all menu planning, purchasing of ingredients, managing food budget, Prepare a daily (M-F) lunch for 28 children and 12 adults, with a minimum of 1 protein, 1 grain, and 2 veg, that is seasonal, local (where possible) and organic. Additionally prepare a daily snack for 35 children. Assist in planning of cooking classes. Prepare stocks, bake breads, crackers, flatbreads, quick-breads. Weekly Persian meals; Weekly meal from different cultures (students learn about a new country each week).

### Grace Street Catering Oakland, CA

11/10 - Present Chef for catered events

### Three Stone Hearth Berkeley, CA

08/10-11/10 Cook, Apprenticeship program

Assist in the preparation of take-home prepared meals which are nutrient dense, local, sustainable and organic. Included large volume cooking (40 gallon batches) of soups, stews, rice, beans, polenta. Roasting chickens, preparing beef bone broths, sauerkrauts (in house lactic fermentation), casseroles, large scale vegetable prep. Use of industrial slicers, Hobart mixers, tilt skillet, robot coupes, and other kitchen equipment.

## Administrative Experience:

### Australia & New Zealand Banking Group New York, NY

06/08—07/10 Executive Assistant

Provided administrative support, Manage bills, expenses, spreadsheets. Maintain personal agenda, scheduling and itineraries. Domestic and international travel coordination. Handle various requests including reservations, errands, Internet research and projects.

### HSBC Securities (USA) Inc New York, NY

05/05—04/08 Executive Personal Assistant to:

09/07—04/08 Chief Operations Officer, Global Banking

07/05—06/07 Head of Global Banking, Americas & Chairman of Investment Banking, Americas

Provided administrative support, Worked with a high degree of confidentiality on a number of projects. Manage bills, expenses, spreadsheets. Maintain personal agenda, scheduling and itineraries. Heavy domestic and international travel coordination. Handle various requests including reservations, errands, Internet research and projects. Discretion and ability to maintain the individual's privacy as well as confidentiality of all corporate, personnel and research matters. Act as Liaison between upper level executives and managers. Organization of internal and external meetings.

### Marsh, McLennan & Companies, Inc. New York, NY

03/03—04/05 Broker Representative

*March 2003 to June 2004 Temp via First Choice Staffing. June 2004 to April 2005 perm.*

Provided administrative support to 7 brokers including 4 SVP's. Processed policies, to clients and to client services. Tracked all new incoming business and started the submission process making sure that brokers met their goals. Various reports for excellence, timeliness, lost business. Special projects included year to year cost comparison for clients in cost per mm, benchmarking reports, correspondence, and other duties as assigned.

**Metro-Goldwyn-Mayer, Inc. Santa Monica, CA**

11/99 -- 11/01 Supervisor Sales Administration, MGM Domestic Television Distribution  
 Reported directly to the Executive Vice President of North American TV Sales.  
 Responsible for the coordination and distribution of all information pertaining to the clearance levels of MGM Television products & library of movies within the Nielsen Markets. This was accomplished by collecting Deal Memos from 10 Sales Reps & VP's in 4 Regional offices. The database of information collected was distributed in various forms to the Research, Production, Sales, Marketing, Publicity, Finance, Advertiser Sales, Legal, & Contracts Divisions to determine where and how to best allocate the resources and efforts of Domestic Television Syndication. Provide customized clearance reports for regional VP's. Track Deal Memos from Sales Reps to Business Affairs then to Contract Services to provide timely and accurate processing of all new product sales.

**MoVo Media, Inc. Los Angeles, CA**

8/95 to 7/99

1/97 – 7/99

Administrative Asst./Dept. Coordinator - Customer Service Call Center

Principal responsibilities included creating and maintaining reports and graphs, generating statistics for call center, pre-screening applicants, supervising call center representatives, and preparing training materials. Accomplishments include creating and maintaining system to collect outstanding receivables, programming IVR help-line and writing the customer service manual. Created and implemented company's disaster recovery program, including setting up remote offices in event of a catastrophic earthquake, was fourth in line to make the call due to intimate knowledge of the program.

7/96 – 1/97

Web Designer

Designed HTML pages and graphics for corporate Internet and Intranet sites.

8/95 – 7/96

Part Time Quality Assurance Representative

Screening messages on IVR personals/dating services for quality & content.

**Education:**

**Natural Gourmet Institute for Health & Culinary Arts:** Licensed by New York State & accredited by ACCET (Accrediting Council for Continuing Education and Training), 619 hour Chef's Training Program. Class CTP178W, graduated July 2010.

**French Culinary Institute:** Bread baking course (30 hours).

**Los Angeles City College:** 1993-2000 English & Music Major - non-degree.

**Volunteer Work:**

**Get Involved Volunteer Exchange** - Los Angeles Ca 1993-2001

Baked cookies for delivery to Hospices & A.I.D.S. wards around Los Angeles County.

Prepared and delivered meals to homeless people throughout City of Los Angeles.

**Culinary Skills:**

Trained in Health Supportive Cooking including the principles of Vegetarian, Vegan, Macrobiotic, Gluten Free, and other specialized dietary needs. Extensive use of grains, legumes, exotic fruits, vegetables, and sea vegetable identification and use. Familiar with the selection and fabrication of organic animal proteins. Solid baking skills (cakes, cookies, cheesecakes) using traditional, vegan, and gluten free ingredients. Knowledgeable in the selection and preparation of basic quality ingredients such as; plant based proteins, beans, grains, seitan, tempeh, soy, fats, and natural sweeteners.

**Computer Skills:**

MS Windows, Mac OSX, Excel, Word, Outlook, HTML, Powerpoint, CRM systems, Social Media savvy (Networking, Branding/Name Building, Blogging, Micro-Blogging).

**Other Skills:**

Time management, ability to multitask, team player, able to organize, plan and execute large meetings, including related lodging, air travel, food, & transportation. Have worked with high level people who require an absolute level of confidentiality and trust.

## References

### **Culinary:**

**Porsche Combash** Worker/Owner

Three Stone Hearth

T: 510 981 1128 E: [porsche@threestonehearth.com](mailto:porsche@threestonehearth.com)

**Yalda Modabber** Founder

Golestan Center

T: 510 704 8541 E: [yalda@golestankids.com](mailto:yalda@golestankids.com)

### **Administrative:**

**George B. Foussianes**

**J.P. Morgan Securities Inc. (former Head of Global Banking, Americas at HSBC)**

T: 212 622 1234 E: [george.b.foussianes@jpmorgan.com](mailto:george.b.foussianes@jpmorgan.com)

**Amelia V. Anderson**

**Australia And New Zealand Banking Group**

T: 212 801 9861 E: [amelia.anderson@anz.com](mailto:amelia.anderson@anz.com)

**Karyn Zoldan**

Bridge Marketing (former VP at MoVo Media)

T: 520 318 1222 E: [karyn@bridgemarketing.com](mailto:karyn@bridgemarketing.com)

### **Personal:**

**Catherine Rapsis-Widmer** [catherinewidmer@gmail.com](mailto:catherinewidmer@gmail.com)

**Jeffrey Taylor** [thejeffreytaylor@gmail.com](mailto:thejeffreytaylor@gmail.com)