

# Kimada Dixon

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## **EXPERIENCE**

Center for Employment Opportunities, New York, NY October 2024 - Present

Environmental Specialist e Building Maintenance: Perform daily cleaning of lobbies, hallways, and restrooms to ensure a hygienic and welcoming environment.

Trash Management: Collect and dispose of trash and recyclables, ensuring proper segregation and adherence to waste management guidelines.

Customer Service: Provide aid to residents and visitors, addressing their inquiries and ensuring a positive experience.

### **Pop Display, Yonkers, NY**

2010 - 2011

Shipping and Receiving

Operated forklift, ensuring safety for all employees • Prepared all invoices for supervisors e

Allocated merchandise to appropriate departments

### **Fulton Fish Market, Bronx, NY**

2002 - 2010

Forklift Operator Delivered produce to customer trucks

Set up display for viewing pleasure

Assisted with sales and dispatching

### **Century 21, New York, NY**

1997 - 1998

Stock Clerk o Oversaw inventory of all items and products

Assisted with setting up floor display of department store

Stocked shelves with merchandise

## **EDUCATION**

GED, New York, NY

2001

## **SKILLS**

Works well independently and in a team environment

Strong communication skills  
Excels in a fast-paced environment

### **INTERNSHIP**

Restaurant Ready Internship Experience  
Free Food Harlem

February 2025 - Present

#### **Back of House Training:**

Assisted in food preparation, including chopping, marinating, and plating dishes for a 3-course prix fixe menu.

Maintained cleanliness and organization of the kitchen, following health and safety regulations.

Supported chefs in cooking and assembling menu items during peak hours.

Monitored food storage and inventory, ensuring proper stock rotation.

Learned and practiced various cooking techniques at all the standard kitchen stations.

#### **Front of House Training:**

Greeted and seated guests, managing reservations and walk-ins efficiently.

Provided excellent customer service by taking orders, making menu recommendations, and ensuring guest satisfaction.

Assisted in setting up and closing the dining area, ensuring cleanliness and organization.

### **CERTIFICATES**

Certificates, Restaurant Ready Training Program, New York City January - March 2025

The training consisted of six modules, including hard and soft skills:

- Personal Responsibility
- Communication
- Attitude
- The Learning Process
- Customer Service
- Industry and Work Specific Skills

Certificates, New York City

January - March 2025

ServSafe Food Handler

ServSafe Allergen Awareness

ServSafe New York State Sexual Harassment Awareness Program