

# CURRICULUM VITAE

## PERSONAL DETAIL:

Full name : Van Thi Xuan Trang  
Date of birth : 18/02/1989  
Address : Huynh Tan Phat Street, Phu My Ward,  
District 7, Ho Chi Minh City  
Mobile :   
Email :

## CERTIFICATE:

- **02/2024 – 06/2024:** Certificate in Bakery & Pastry skills at AZ Career & Training Academy in Vietnam (Affiliated with LA XENIA – International Institute of Switzerland).
- **07/2024 – 08/2024:** Pastry trainee at Novotel Living Saigon South (4 star)
- **08/2024 – 09/2024:** Pastry trainee at Premier Village Phu Quoc Resort (5 star) include 215 villas with private swimming pool

## SKILLS AND ABILITIES:

- Communication is an essential skill for a commis chef. I frequently communicate with other kitchen staff, such as a pastry chef, sous chef as well as other commis.
- Attention to detail is a crucial skill, as it ensures the quality of the food. As a commis chef, I also have strong attention to detail to ensure chefs follow the recipe correctly and prepare the dessert properly.
- Teamwork: In the kitchen, I always work with a team of cooks to prepare and serve desserts to customers. My ability to work with others can help me to complete tasks more efficiently and to learn from others' expertise.
- Flexible, caring, open-minded, enthusiastic and responsible: Being able to change my approach to tasks and being willing to learn new skills.

## WORK EXPERIENCE

***08/2023 to 02/2024: The Adora Premium at Phu My Hung - 803 Nguyen Van Linh, Tan Phu Ward, District 7***

***(a part of the Adora System - The largest and most prestigious wedding and convention center in Ho Chi Minh City)***

### ***Position: Pastry Commis***

- Receive the orders. Check and compare the time, number of guests and the type of dessert requests with Sales department;
- Check inventory, calculate quantity, receive the raw material and compare with accounting/purchasing;
- Prepare ingredients, weigh and divide ingredients according to the approved formula and quantity for the bakery kitchen's daily requirements;
- Support the Chief and Deputy Baker to make cakes according to the approved recipe and quantity (mousse cake, tiramisu, opera, pana cotta, cream brulee, flan...);

- Make all kinds of sweet soup according to the party's request (longan tofu sweet soup, lotus seed sweet soup, dried jujubes & white fungus sweet soup)
  
- Serve cakes and tea at buffets and tea-breaks according to guests' requests;
- Preserve cakes and tea according to proper procedures;
- Maintain and use kitchen equipment well.

***02/2023 to 07/2023: ICON SAIGON - 65 Hai Ba Trung Street, District 1, HCM (4 Stars Hotel)***

***Position: Commis***

- Washes, chops, and cuts fruit and vegetable items
- Check inventory and requests resupply when necessary
- Plates meal items under the chef de partie's supervision
- Disposes of spoiled items and adheres to sanitation policies
- Measures, mixes, and prepares meal ingredients, sauces, and seasonings
- Continually develops culinary knowledge to produce high-quality meals.