

DORIS FUNG

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EDUCATION

- ❖ *Houston Community College*
Associate Degree in Culinary Arts- Baking and Pastry 2008
- ❖ *University of Houston*

WORK EXPERIENCE

- ❖ *JUICEWELL JUICERY & HEALTH BAR, Director of Operations* *March 2019- Current*
 - o Executing strategies to optimize company growth.
 - o Initiating better business practices.
 - o Collaborating with leadership team to build an environment of collective responsibility and accountability.
- ❖ *HOUSTON COMMUNITY COLLEGE, Instructor* *August 2013- Current*
 - o Assisted in designing school curriculum for pastry program.
 - o Train students on proper handling, cooking, and serving protocols.
 - o Coach students on positive customer service and quality control.
- ❖ *POITIN, Executive Pastry Chef* *April 2018- November 2018*
 - o Nominated for Pastry Chef of the Year 2018, CultureMap
 - o Awarded People's Choice Pastry Chef of the Year 2018, Eater Houston
 - o Created a wide variety of new breads, ice creams, and desserts.
 - o Performs many administrative duties, including ordering, inventory, and scheduling.
 - o Ensures that all kitchen orders are prepared in a timely manner and according to menu and customer specifications.

- ❖ *YAUATCHA, Head Pastry Chef* *January 2017-May 2017*
 - Assisted in designing the company standards bible for pastry program.
 - Train team on guest service expectations, safety procedures, proper food handling, and restaurant procedures.
 - Manage budgets for the pastry department, retail sales, and bookkeeping.
- ❖ *HOUSTON COUNTRY CLUB, Assistant Pastry Chef* *June 2012- June 2014*
 - Managed pastry team in producing baked goods used for banquets and three restaurants.
 - Collaborated with sales team and kitchen management to write budgeted menus for all banquets and restaurants.
 - Designed and tested new recipes for upcoming seasonal menus.
- ❖ *MARRIOTT, Lead Baker* *May 2011- June 2012*
 - Managed pastry team in producing baked goods used for banquets and three restaurants.
 - Collaborated with sales team and kitchen management to write budgeted menus for all banquets and restaurants.
 - Designed and tested new recipes for upcoming seasonal menus.

OTHER EXPERIENCE

- ❖ *SECRET TASTE, Private Chef* *November 2018- Current*
 - Invite only underground dinner parties in million dollar homes of Houston
- ❖ *BIG BAO BATTLE, Co-founder and Event Coordinator* *December 2014- Current*
- ❖ *GREAT BANH MI COOKOFF, Co-founder and Event Coordinator* *September 2011- Current*
 - Annual non-profit charity fundraiser benefitting BPSOS Houston that raises \$15,000-\$20,000 every year in a single night event.
 - Maintaining working relationships and coordinating with chefs/restaurants, vendors, and event venue during event planning process.
 - Communicating with marketing team to create effective advertisements.
 - Ability to delegate event planning tasks to other staff members when necessary.
 - Managing and overseeing event on day of, including problem- solving, directing event set-up and tear-down, welcoming guests, and anticipating the needs of the chefs during event.