## SHAYA KLECHEVSKY

French Culinary Institute New York, NY July 2006-April 2007 Grand Diplôme in Culinary Arts I attended the French Culinary Institute in their intensive nine-month course of culinary study and 600 hours of hands-on practical training in classic French cooking techniques. CUNY Brooklyn College Brooklyn, NY 1999-2004 Bachelors of Arts in Psychology and Health and Nutrition Sciences I attended Brooklyn College where I received a BA in Psychology as well as a Minor in Health and Nutrition Sciences. **EXPERIENCE** At Your Palate New York, NY April 2007 – Present Personal Chef As a personal chef, I work for various clients. My responsibilities include preparing meals for the week, dinner parties, and cooking demonstrations. The focus of the company is to prepare healthy, kosher, gournet meals unless otherwise requested. L'Ecole New York, NY Dec 2006 – April 2007 Student Cook Part of the curriculum of The French Culinary Institute includes service as a student cook in L'Ecole, where I worked in garde manger, poissonier, saucier and pastry stations with covers averaging between 40 and 100. I also assisted in the preparation of staff meal for 120 people.

Yeshivah of Flatbush Joel Braverman High School Brooklyn, NY Jan 2006 – Present

Information Manager/Graphic Artist/Special Events Coordinator

As Information Manager, I am responsible for aiding in the transition of the school's data systems over to a web-based system that is accessible over the internet. This includes ensuring proper data integrity related to students' records as well as supportive data systems. My responsibilities include maintaining website content for the various aspects of the school, including academic and extracurricular programs. I am also responsible for maintaining and developing existing and new database applications. One such application is the Admissions Student Database, a database I've created and maintained which tracks incoming student applications. Another is the Central Document Repository, a new database application that is used in document management. As graphic artist, I develop and create various publicity materials for the school, such as advertisements, flyers, and invitations. Among some of the events that are run at the school, I manage and direct all aspects of the school's Open House, ensuring we procure lists of prospective students, creating proper publicity and invitations, and aiding the managing principal in developing an appropriate program for prospective parents and students.

## Jewish National Fund

Rockville Centre, NY March 2004 – Jan 2006

Fulfillment Systems Coordinator

In fulfilling my role as Fulfillment Systems Coordinator, I was responsible for maintaining, updating, troubleshooting, and creating database applications to fulfill varied and widespread needs to the Jewish National Fund. Among some of the projects I had worked on, I completed the JNF/KKL Projects tracking program, allowing the Israel Emissaries Department to accurately track proper project allocations in both US and Israel. An application I had developed from the ground-up was the Speakers Bureau Online Application, which is a database that stores information related to speakers' qualifications, personal information, availability, and bookings. This application is primarily utilized by the Speakers Bureau coordinator as a means of tracking the bookings, and to create itineraries for the booked speakers. This will also be used as a means of tying-in the information to the JNF Intranet for regions across the country to be able to access this pertinent information.

## LANGUAGES

**EDUCATION** 

I am fluent and literate in Hebrew.