

DONALD BOYD
39 Frank St., Dayton, Ohio 45409
757-469-5998
1961dboyd@gmail.com

QUALIFICATIONS

- 12 years management and supervision in the hospitality industry including restaurant, institutional, and cafeteria operations
- Proactive in customer service, problem solving, portion and wastage control
- Supervised 50 culinary personnel and service workers
- Knowledge of kitchen and dining room equipment it's uses and maintenance procedures
- 8 years hospitality supervision, service and setup
- Software: Meals Plus, Microsoft Word, Excel, Cost Guard, Windows

EXPERIENCE

Hampton Roads Regional Jail, Portsmouth, VA

Kitchen Officer

07/2002 - 10/2009

- Maintained security and safety in facility kitchen area with an inmate staff of 35 while supervising inmates, made on the spot corrections dealing with safety, sanitation and food production
- Coordinated with kitchen supervisors, relating with food and beverage production and procedures, portion and waste control
- Inspected all 1300 meal trays for food quality, correct portions, and timely arrival to pods
- The facility kitchen passed all departments of Corrections and Virginia Department of Health standards.

Virginia Army National Guard, Norfolk, VA

Army Battalion Culinary Operations Sergeant (E-7)

03/1998 - 05/2005

- Supervised four company culinary sections, managed a staff of four culinary service sergeants, fifty preparation workers, vehicles, and equipment worth over \$500,000
- Supervised shift, unit, and consolidated culinary service operations in field or garrison environment, feeding 750 to 1200 soldiers
- Established operating and work procedures; inspected culinary preparation and storage areas; determined subsistence requirements; requested, received and accounted for subsistence items.
- Established and maintained on-the-job and apprentice training programs; prepared technical, personnel, and administrative reports concerning culinary service operations

Sunbelt Temporaries Virginia Beach, VA

Banquet Supervisor, Culinary Production Supervisor

10/1989 - 06/2002

- Resolve customer complaints regarding food quality and service
- Assisted managers in training and orientation of new employees
- Monitored food preparation and service techniques to ensure proper procedures are met
- Coordinated with site managers and supervisors in regards to service

The Harbor Club, Nations Bank Building, Norfolk, VA

Banquet Captain/Supervisor

02/1997 - 07/2000

- Set up, service, and breakdown of banquet parties from 200 to 500 guests.
- Directed and coordinated food and beverage preparation before and during service
- Trained service workers in wine service, food service, proper dining room etiquette, and formal appearance
- Assisted maitre d' in monitoring and controlling banquet dining room reviewing banquet event orders; set up service worker schedules; prepare end of day reports for management
- Began service with each table with an expert presentation of "Caesar "or a "Greek Salad", ended service with a choice flaming desserts such as "Cherry's Jubilee" and "Bananas Foster" or a cart presentation of "Ten Dessert Favorites"

Bennagan's Restaurant, Norfolk, VA

Restaurant Manager

11/1990 - 09/1994

- Monitored use of food portions to ensure there is no waste
- Compile and maintain records of food use and expenditures
- Direct activities of 25 or more employees who assist in preparing and serving meals
- Orientated and supervised the training of new employees; recommended personnel actions as hiring and firing staff

Saxby's Restaurant, Virginia Beach, VA

Restaurant/Kitchen Manager

11/1987 - 11/1990

- Resolved customer complaints regarding food service
- Inspected and inventoried supplies, equipment, and work areas to ensure efficient service and, to maintain standards
- Assign duties, responsibilities and work stations to employees in accordance with work requirements

Carlos Murphy's, Norfolk, VA

Restaurant Manager

9/1984 - 11/1987

- Assisted kitchen manager in all food production, overcame operational problems such as theft and wastage, and established procedures to alleviate these problems
- Control inventories of food, equipment, small ware, and liquor, document shortages and report to designated personnel
- Train new workers in food preparation, and in service, sanitation, and safety procedures

Education

Kiser High School, Dayton, OH

High School Diploma

Certifications

Jail Officer Certification	Commonwealth Of Virginia	11/2002
Basic Jail Officers Course	Hampton Roads Criminal Justice Academy	11/2002
Hilton Guest Satisfaction Training	Hilton Hotels	04/1995
Security Training Course	Key Job Training Center	07/1985
Primary Leadership Development course	U.S. Army NCO Academy	07/1984
U.S. Army Culinary School	U.S. Army	04/1984

Honors

Air Force Achievement Medal: December 18, 2004

Army Achievement Medal: June 13, 2001

Certificate of Promotion to Sergeant: September 30, 1991

Army Achievement Medal: October 21, 1990

Certificate of Achievement: December 11, 1988

Letter of Recommendation: Human Resources Manager Hampton Roads Regional Jail, October 13, 2009

Letter of Recommendation: Commander Bravo company 1/111 FA December 18, 2004

Certificate of Extension: Commander Bravo Company 1/111 FA May 29, 2003

Certificate of Appreciation: Commander 54th Brigade June 27, 1998

Letter of Appreciation: Commander Service Company 1/111 FA December 11, 1988

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) BOYD, DONALD WILLIAM		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/ARNG		3. SOCIAL SECURITY NO. 268 58 2175	
4.a GRADE, RATE, OR RANK SGT	4.b PAY GRADE E5	5. DATE OF BIRTH (YYYYMMDD) 19611208		6. RESERVE OBLIG. TERM. DATE Year 0000 Month 00 Day 00	
7.a PLACE OF ENTRY INTO ACTIVE DUTY HAMPTON, VA		7.b HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 960 OLD DAM NECK RD VIRGINIA BEACH, VA 23454			
8.a LAST DUTY ASSIGNMENT AND MAJOR COMMAND BTRY A 1/111TH FA FC		8.b STATION WHERE SEPARATED FORT DIX, NJ 08640-5089			
9. COMMAND TO WHICH TRANSFERRED BATTERY A 1/111TH FIELD ARTILLERY HAMPTON, VA 23669				10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 250,000.00	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 92G20 00 FOOD SERVICE--6 YRS-11 MOS//NOTHING FOLLOWS		12. RECORD OF SERVICE			
		a. Date entered AD This Period	2003	01	30
		b. Separation Date This Period	2005	01	18
		c. Net Active Service This Period	0001	11	19
		d. Total Prior Active Service	0000	00	00
		e. Total Prior Inactive Service	0013	10	26
		f. Foreign Service	0000	00	00
		g. Sea Service	0000	00	00
		h. Effective Date of Pay Grade		1998	03
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) ARMY ACHIEVEMENT MEDAL//ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL//NATIONAL DEFENSE SERVICE MEDAL (2ND AWARD)//GLOBAL WAR ON TERRORISM SERVICE MEDAL//ARMED FORCES RESERVE MEDAL W/"M" DEVICE//NONCOMMISSIONED OFFICER'S PROFESSIONAL DEVELOPMENT RIBBON//ARMY SERVICE RIBBON//NOTHING FOLLOWS					
14. MILITARY EDUCATION (Course title, number of weeks and month and year completed) NONE//NOTHING FOLLOWS					
15.a MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15.b HIGH SCHOOL GRADUATE OR EQUIVALENT	
				Yes	No
				X	
				16. DAYS ACCRUED LEAVE PAID .5	
17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
18. REMARKS DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OF COMPLIANCE FOR FEDERAL BENEFITS//ITEM 12D ABOVE DOES NOT ACCOUNT FOR ANNUAL AND/OR WEEKEND TRAINING THIS SOLDIER MAY HAVE ACCOMPLISHED PRIOR TO DATE ENTERED IN ITEM 12A//INDIVIDUAL COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST SERVICE BENEFITS AND ENTITLEMENTS//ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION NOBLE EAGLE IAW 10 USC 12302//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//ORDERED TO ACTIVE DUTY IN RESPONSE TO THE WORLD TRADE CENTER AND PENTAGON ATTACKS//NOTHING FOLLOWS					
19.a MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 625 CROWS NEST CT VIRGINIA BEACH, VA 23464			19.b NEAREST RELATIVE (Name and address - include Zip Code) SHELITA JEAN JAMES 1327 WEST STEWART ST DAYTON, OH 45408		
20. MEMBER REQUESTS COPY 5 BE SENT TO: VA DIR OF VET. AFFAIRS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) JOSEPH M. LOGAN, DIRECTOR, MIL PERS			
21. SIGNATURE OF MEMBER BEING SEPARATED <i>Donald William Boyd</i>					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE			
25. SEPARATION AUTHORITY AR 635-200, CHAP 4		26. SEPARATION CODE 1BK		27. REENTRY CODE NA	
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE					
29. DATES OF TIME LOST DURING THIS PERIOD NONE				30. MEMBER REQUESTS COPY 4 DIB Initials	

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		b. Separation Date This Period	2003	01	30
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		f. Foreign Service	0013	10	26
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14. MILITARY EDUCATION (Course title, number of weeks and month and year completed) NONE//NOTHING FOLLOWS					
15.a MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15.b HIGH SCHOOL GRADUATE OR EQUIVALENT	
			X	Yes	No
				X	
				16. DAYS ACCRUED LEAVE PAID .5	
17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
18. REMARKS DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS//ITEM 12D ABOVE DOES NOT ACCOUNT FOR ANNUAL AND/OR WEEKEND TRAINING THIS SOLDIER MAY HAVE ACCOMPLISHED PRIOR TO DATE ENTERED IN ITEM 12A//INDIVIDUAL COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSE OF POST SERVICE BENEFITS AND ENTITLEMENTS//ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION NOBLE EAGLE IAW 10 USC 12302//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//ORDERED TO ACTIVE DUTY IN RESPONSE TO THE WORLD TRADE CENTER AND PENTAGON ATTACKS//NOTHING FOLLOWS					
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X Yes			[Signature]		
21. SIGNATURE OF MEMBER BEING SEPARATED [Signature]					

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
REPORT OF SEPARATION AND RECORD OF SERVICE
FOR USE OF THIS FORM, SEE NGR (AR) 600-209. THE PROPONENT AGENCY IS NGB-ARP-PE.

REPORT OF SEPARATION AND RECORD OF SERVICE IN THE 1 Army NATIONAL GUARD OF VIRGINIA AND AS A RESERVE OF THE 2 ARMY

1. Insert either Army or Air 2. Enlisted personnel only - Insert only Army or Air Force

4. LAST NAME - FIRST NAME - MIDDLE NAME
BOYD DONALD WILLIAM

2. DEPARTMENT, COMPONENT AND BRANCH
ARMY/ARNGUSVAARNG

3. SOCIAL SECURITY NUMBER
268-58-2175

4. DATE OF ENL.	YR	MO	DA	5a. RANK	5b. PAY GRADE	6. DATE OF RANK	YR	MO	DA	7. DATE OF BIRTH	YR	MO	DA
	98	03	03	SQT	E5		98	03	03		81	12	08

8a. STATION OR INSTALLATION AT WHICH EFFECTED
SVC BTRY 1-111TH FA, VAARNS, NORFOLK, VA 23503

8b. EFFECTIVE DATE
YR MO DA
05 04 18

9. COMMAND TO WHICH TRANSFERRED
NONE

10. RECORD OF SERVICE

	YRS	MO	DAYS
(a) NET SERVICE THIS PERIOD	07	01	16
(b) PRIOR RESERVE COMPONENT SERVICE	08	11	29
(c) PRIOR ACTIVE FEDERAL SERVICE	05	00	00
(d) TOTAL SERVICE FOR PAY	22	01	15
(e) TOTAL SERVICE FOR RETIRED PAY	16	01	15

11. TERMINAL DATE OF RESERVE/MILITARY SERVICE CELEBRATION
YR MO DA
NA

12. MILITARY EDUCATION (Course Title, number of weeks, months, and year completed)
NONE THIS PERIOD

13. PRIMARY SPECIALTY NUMBER, TITLE AND DATE AWARDED (Additional specialty numbers and dates)
(P)2G20 FOOD SERVICE OPNS 19910930

14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED
SECONDARY/HIGH SCHOOL 12 YRS (Gr 1-12) COLLEGE 0 YRS

15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD (These Awards may be included)
AMJMR-COMP-ACHVMT-MDLNLT-DEF-SVC-MDL-2
EWOTSW/ARMED FCS-RES-MDL-W-M-DEV
NCO-PROP-DEV-RENRARMY-SVC-RENVINGSR-2V
NOTHING FOLLOWS

16. SERVICEMAN'S GROUP LIFE INSURANCE COV
[X] YES [] NO APT \$ 250,000

17. PERSONNEL SECURITY INVESTIGATION
a. TYPE
Ineligible for security clearance
b. DATE COMPLETED
N/A

18. REMARKS
ACTIVE FEDERAL SERVICE: 20039130-20050115
INDIVIDUAL WAS DISCHARGED WITHOUT PERSONAL NOTICE IAW NGR 600-209
NGB FORM 22 AND NGB FORM 56 WAS MAILED TO SOLDIER'S LAST KNOWN ADDRESS AS SHOWN IN ITEM 15.
NOTHING FOLLOWS

19. MAILING ADDRESS AFTER SEPARATION (Street, RFD, City, County, State and Zip Code)
958 OLD OAK NECK RD APT 5
VIRGINIA BEACH, VA 23454

20. SIGNATURE OF PERSON BEING SEPARATED
SOLDIER NOT AVAILABLE FOR SIGNATURE

21. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER
DUJANA L.L. GOODWIN, CW2, ENLISTED ACTIONS BRANCH CHIEF

22. SIGNATURE OF OFFICER AUTHORIZED TO SIGN
[Signature]

23. AUTHORITY AND REASON
NGR 600-209, Para 5 261 Expiration of term of service.

24. CHARACTER OF SERVICE
Honorable

25. TYPE OF CERTIFICATE USED
NGB Form 56

26. REENLISTMENT ELIGIBILITY
RE-3

27. REQUEST DECLINE COPIES OF MY NGB FORM 22 INITIALS _____