

Cole Roosma

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Education

Saddleback College
A.A. Advertising

Mission Viejo, CA
May 2026

Experience

Kemper Insurance
Administrative Assistant

Cerritos, CA
December 2024 –

- Market and sell personal insurance policies by contacting all leads to recommend appropriate insurance, quote, and place coverage.
- Provides sales support to sales operations, telesales, compliance, enrollment and other areas of the company where requested.
- Establishing programs designed to retain existing member clients, trigger advance follow-up periods and regain business that has lapsed.
- Develops long-term relationships and identifies prospective customers using established lead methodologies.

Salt Creek Grille
Food runner

Dana Point, CA
September 2024 – December 2024

- Proficient in multitasking between running food to guests, stocking food supplies, and aiding expo in garnishing cuisine.
- Checked with customers and ensured that they were enjoying their meals and took action to correct any problems.
- Clear empty glasses, plates, trash, restocked ice, condiments, napkins, swept floor of debris, and took care of any other sanitation requirements.
- Worked alongside bartenders and servers to ensure a positive experience for guests.

Trattoria Sofia
Line Cook, Dishwasher

Houston, TX
June 2022 – July 2024

- Produced high-quality entrees with proper plate presentation and proportions according to restaurant menu and restaurant standards.
- Prep food including stocks and long cook items at 182-seat Italian restaurant.
- Proven ability to prioritize tasks, handle multiple orders, and work quickly and efficiently under pressure.
- Scraped, washed and efficiently restacked dishware, utensils and glassware to keep the kitchen ready for customer demands.
- Completed extra cleaning work on garbage cans, racks, dry storage areas and other fixtures to keep the kitchen spotless.

Skills & Interests

Technical: BLS Certification, Microsoft, Google, Adobe suites, Toast POS