

Renée J. Zuber

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Goals

I have recently launched my new career path in the culinary arts as a student at Le Cordon Bleu and am looking to secure an entry level position in the industry.

Education

Culinary Arts Certificate (In progress – projected graduation date 6/2013)

Le Cordon Bleu

Bachelor of Science in Business Management (Awarded 2008)

University of Phoenix

Bachelor of Fine Arts (Awarded 1986)

California State University Sacramento

Career Path

A&B Building & Sign Permits –Sacramento, CA 2009 - Present *part time*

Administrative Assistant

- Permit acquisition and processing through city channels. Appointment setting for new accounts and city offices
- New account creation and customer retention
- Ensure all accounts receivable and accounts payable are current and collected within 30 days of service

Avenue Sixty Three Jewelry Designs –Sacramento, CA 2006 - Present *part time*

Owner/Artist

- Designer and creator all of hand-crafted artisan jewelry. Photograph jewelry for display on the web
- Purchase jewelry supplies
- Market and promote my jewelry by attending fairs and other venues and advertising. Maintain professional website
- Timely order processing and fulfillment

Fluoresco Lighting & Signs – West Sacramento, CA 2004 - 2008

Project Coordinator/Administration

- Establish and maintain relationships with customers, vendors and contractors
- Acquisition of resources, supplies, equipment rental and price negotiation
- Branch representative to corporate human resources
- Organize and coordinate company events.
- Periodically conduct walk-thru with Fire Department for hazmat/fire safety inspections

Tony's Fine Foods – West Sacramento, CA 1993-2004

Customer Service/Inside Sales

- Introduced customers to new products, promos, ideas and preparation methods.
 - Purchasing and price negotiation
 - Introduced new products and vendors to expand lines and attract new customers
 - Organize and coordinate company events
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Volunteerism

•ALS Association (Lou Gehrig's Disease) Greater Sacramento Chapter (2007 – Present)

Attend yearly walk to generate revenue and support and work in local office doing administrative support and various other duties

•Le Cordon Bleu - Master Chefs Series (10/12 – Present)

Mise en place ingredients for selected classes and assist students

Organizations of prep stations

Ensure all stations and kitchen is cleaned and sanitized and in proper order after classes

•Le Cordon Bleu – Hot Foods Team (12/12 – Present)

Weekly Saturday sessions focused on honing culinary and knife skills culminating in state, regional and national cooking competitions. First competition scheduled for February 2013