

# DALE WILSON

Oakland, CA

(510)485-4155

Dalewilson2014@comcast.net

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## EDUCATION AND SPECIALIZED TRAINING

### *Bakery Production Boot Camp*

The Bread Project

6/2014

Emeryville CA

- Completed a 3-week intensive job training program that included components in safe food handing , equipment knowledge, kitchen professionalism, and basic baking knowledge and skills
- Assisted in the preparation of muffins and quick breads for purchase orders
- Familiar with food preparation techniques including measuring , mixing portioning and speed
- Proficient in identifying common commercial kitchen equipment and bakery ingredients

### *CA State Food Handler's Card*

ServSafe

*Current*

Emeryville, CA

### *Certificate of Completion: Business*

Coastline Community College

5/2011- 5/2014

Fountain Valley CA

### *General Education*

City of Berkeley College

8/2009-3/2010

Berkeley CA

### *High School Diploma*

Hood Mount High School

Santa Rosa, CA

## WORK EXPERIENCE

### *Army Rover*

Camp Parks Army Base

1/2011-10/2013

Dublin, CA

- Maintained overall appearance of assigned areas
- Operated machinery for cleaning and moving items
- Responded to areas that needed maintenance and cleaning

### *Administrative Clerk*

Kaiser Permanente

7/2005-3/2009

Oakland, CA

- Scheduled in-office and surgery appointments
- Collected co-payments and procedure payments
- Provided excellent customer service and communication in person and via telephone

### *Administrative Clerk*

Dedicated Logistic, Inc.

1/2003-6/2005

Hayward, CA

- Initiated contact with clients
- Ordered supplies and scheduled deliveries
- Processed merchandise returns

## PREVIOUS WORK EXPERIENCE

### *Banquet Server, Hyatt Hotel*

Oakland, CA

### *Restaurant Worker, Local 28 Union*

Oakland, CA

### *Hotel Associate, Radision Inn*

Indianapolis, IN

### *Club Associate, Washington Atlet Club*

Seattle, WA

## ADDITIONAL EXPERIENCE

- Microsoft Word, Computer-Data Entry, Filing
- Medical Record Keeping and Payment Processing