

DALE WILSON

Oakland, CA
(510)485-4155

Dalewilson2014@comcast.net

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 handling , 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
Restaurant Worker, Local 28 Union
Hotel Associate, Radisson Inn
Club Associate, Washington Atlet Club

Oakland, CA
Oakland, CA
Indianapolis, IN
Seattle, WA

ADDITIONAL EXPERIENCE

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