

# TANESHIA STEPHENSON

Oakland, CA  
(925) 565-6233

[taneshiastephenson@gmail.com](mailto:taneshiastephenson@gmail.com)

## 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

### *Culinary Training* State of California

1/2012-12/2012  
Dublin, CA

### *Office Administration (Business) Training* Sierra Nevada Job Corps

6/2008  
Reno, NV

### *High School Diploma* Pittsburg High School

6/2006  
Pittsburg, CA

## WORK EXPERIENCE

### *Head Baker* Ms. Gorgeous Desserts & Co.

1/2011-4/2013  
Antioch, CA

- Created and designed custom cakes
- Measured ingredient accurately, operated equipment safely, and produced consistent results
- Set appointments for consultation and tasting
- Managed costs, income and bookkeeping

### *Cashier / Customer Service* The Home Depot

6/2006-10/2008  
Pittsburg, CA

- Greet customers as they arrive at the store and provide them with information
- Operated cash register till to complete sales, returns and exchanges
- Received calls and scheduled appointments
- Awarded Safety Employee of the Month in December 2006

### *Food Prep* True Light Baptist Church

1/2009-6/2011  
Pittsburg, CA

- Prepared and packaged food items following recipes and production directions
- Communicated with clients regarding orders and answered all inquiries
- Received and distributed products and supplies
- Maintained a clean and sanitized work space

## ADDITIONAL SKILLS

- 10 Key Touch, Data Entry, Microsoft Office Suite (Word, Excel, Power Point)
- Billing, invoicing, reconciling receipts, and bookkeeping