

Professional Experience

Administrative Assistant

March 2012 - July 2012

*UC Davis Health Systems,
School of Medical,
Vascular Center*

➤ *Provided administrative support to Vascular Surgeons.*

Computer: Microsoft Office 2010: Word, Excel, Access, Outlook and PowerPoint; Adobe Acrobat Professional and Adobe Dreamweaver CS4, Lotus Notes, DaFIS, MyTravel, EMR, and Internet Explorer

Administrative Support Coordinator

March 2006 - June 2011

*California State University, Sacramento,
College of Health & Human Services,
Department of Physical Therapy*

➤ *Provided administrative support to the Students, Faculty and Department Director/Chair.*

Administrative Support Assistant

November 2005 - March 2006

Departments of Physical Therapy & Recreation, Parks & Tourism Administration

➤ *Provided administrative support for two academic departments.*

Administrative Support Assistant

August 2004 - January 2005

*California State University, Sacramento,
College of Health & Human Services,
Office of the Dean*

➤ *Provided administrative support to the Associate Dean.*

Administrative Assistant

October 1999 - February 2004

*Public Health Institute,
Center for Collaborative Planning*

➤ *Performed a wide range of administrative support duties for Executive Director, Program Administrator and Project Coordinators.*

Education Languages and Literature, Associate of Arts, Sacramento City College, Sacramento, California
Community Nutrition Specialist & Basic Culinary Services Certificates, Cosumnes River College, Sacramento, California

Volunteer Work

Client Registration Volunteer

December 2012 - Present

Sacramento Food Bank & Family Services

- Interact with clients coming to receive food assistance, respond to questions, direct clients towards appropriate community resources, and explain food assistance policies.
- Register clients into Donor Perfect database.

Hospitality Coursework and Work Experience

Hospitality Management Courses Completed at American River College, Sacramento, California:

- HM 315: Food Theory and Preparation
- HM 320: Breads, Yeast Doughs and Pastry
- HM 325: Fine Baking and Pastry (European)
- HM 360: Professional Cooking

Culinary Arts Management Courses Completed at Cosumnes River College, Sacramento, California:

- CAM 300: Introduction to Culinary Arts Management
- CAM 302: Food and Culture in America
- CAM 306: Culinary Sanitation & Safety
- CAM 320: Culinary Management
- CAM 322: Culinary Customer Service
- CAM 324: Culinary Supervision
- CAM 326: Applied Culinary Purchasing
- CAM 330: Legal Aspects of Culinary Management
- CAM 334: Culinary Marketing
- CAM 340: Nutrition for Culinary Professionals

Certificate of Completion: Basic Culinary Services & Community Nutrition Specialist

Hospitality Work Experience:

- Carrows Restaurant, Hostess, Sacramento, California
- Cornerstone Restaurant, Food Server, Sacramento, California
- Java City, Inc., Barista, Sacramento, California
- Hyatt Regency Sacramento, PBX - Telephone Operator, Sacramento, California