

GERALDINE POTJE

Hayward, CA

(510) 435-3614

GeraldinePotje@gmail.com

EDUCATION AND SPECIALIZED TRAINING

Bakery Production Boot Camp

8/2014

The Bread Project

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

Current

ServSafe

Emeryville, CA

GED

Newark Adult School

Newark, CA

WORK EXPERIENCE

Parking Lot Attendant/Sign Painter

9/2012-4/2014

Peretti Signs

Oakland, CA

- Set up parking lots for large events including fairs and concerts
- Operated material cutter; prepared and painted signs prior to events
- Collected and recorded payment
- Provided valet parking and ensured security of vehicles

Caregiver

4/2005-12/2006

IHHS

Hayward, CA

- Maintained a safe and sanitary living environment
- Provided attentive care and reported updates on patient's condition
- Cooked daily meals and completed shopping as need
- Gave the proper amount of medications

Warehouse Manager

1/2000-4/2005

Bell Motor Sports/ Pyrotech

Oakland, CA

- Conducted and completed product sales over the phone
- A/P and A/R filing and management
- Oversaw shipping and receiving, and ensure quality control
- Maintained and reported warehouse inventory

VOLUNTEER EXPERIENCE

Food Preparation, Hope for the Heart, Hayward, CA

1/2014-4/2014

Childcare, Christina, Kavadas, Oakland, CA

5/2012-9/2013

Childcare, Chanel Potje, Union City, CA

2/2005-4/2012

REFERENCES

Richard Hung

Director of Bakery Operations/Instructor

The Bread Project

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Associate Director of Programs

The Bread Project

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