

## GERALDINE POTJE

Hayward, CA  
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### EDUCATION AND SPECIALIZED TRAINING

#### *Bakery Production Boot Camp*

The Bread Project

- 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

8/2014

Emeryville CA

#### *GED*

Newark Adult School

Current

Emeryville, CA

Newark, CA

### WORK EXPERIENCE

#### *Parking Lot Attendant/Sign Painter*

Peretti Signs

9/2012-4/2014

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*

IHHS

4/20005-12/2006

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*

Bell Motor Sports/ Pyrotect

1/2000-4/2005

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  
(888) 283-3522 x 905  
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Associate Director of Programs  
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