

# Marleigh Dunlap

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## Objective

I work hard to create a life I enjoy. I love to make people healthier and happier through great cooking and customer service. I thrive in an environment where I have to think on my feet and work closely and efficiently with others.

## Job Experience

March 2014 - Sept. 2014

**Michael's on Naples Ristorante**

Naples, Ca

*Server*

1. As a server at a high-end Zagat rated restaurant, I was held to a standard of excellence as well as a knowledge and execution of fine dining etiquette.
2. Used Aloha as our POS system and am fluent in the program, especially in coursing out orders and knowing when to send orders to the kitchen.
3. Gained knowledge of wine with an emphasis on Italian varietals.
4. Memorized nightly specials that were ever changing, always sold our highest priced items.

October 2013 - August 2014

**Secret Spot Café**

Sunset Beach, Ca

*Cashier/ Prep/ Line Cook / Juicer*

1. Taking orders and sending them to the kitchen, ringing up customers and ensuring a smooth, personable transaction.
2. Making salsas, dressings, curry, raw chocolate, etc. from scratch off of a recipe to the owner's standards.
3. Preparing fresh juices, lemonades, and smoothies, making sure the consistency and flavor are spot on.
4. Working in the kitchen alongside the cooks making wraps, salads, sandwiches, etc. Plating dishes and sending them out.
5. Working with my fellow employees to create an efficient workspace where we could come together as a team to create healthy food from scratch.

August 2013 - Current

**WOLF Outdoor Adventures**

Los Angeles, Ca

*Outdoor Educator*

1. Teaching Nature Science and acting as a counsellor to elementary, middle, and high school students on outdoor science trips.
2. Camps are 1-5 days in length and we are with the kids at all times; ensuring they're well taken care of while teaching them about leadership, taking care of themselves and others, and being stewards of nature.

April 2011 - May 2013

**Nekter Juice Bar**

Corona Del Mar/Long Beach, Ca

*Store Manager*

1. Started with the company as a juicer/cashier, within a year worked my way up to helping open and manage my own store in Long Beach, Ca.
2. Had to work as a team in a very high paced environment where we were expected to get orders to the customers as quickly as possible while maintaining relationships with regulars and having excellent customer service.
3. As a manager I made weekly schedules, daily bank deposits and change orders, hired and trained new employees, and did daily produce orders and weekly supply orders, all while keeping a positive relationship with all employees which created a positive and efficient work place for everyone.
4. Maintained a close and highly communicative relationship with the General Manager, exchanging daily emails concerning the store ins and outs and employee reviews.
5. Consistently hit monthly store, managerial, and personal goals.
6. Made damn good smoothies, juices, and acai bowls.

February 2010 - February 2011

**Hawley Family**

Newport Beach, Ca

*Nanny*

1. Was invited to work with this family after treating their daughter for lice. The mother noticed my calm and nurturing disposition.
2. The four children range in ages from 10 to 15. One of the boys has Asperger's Syndrome. All of the kids are related but adopted, making for a bit of an odd family dynamic. I helped this family when their regular nanny was unavailable. Duties included:
  - a. Picking up kids from school, helping with homework and after-school activities
  - b. Overnights spent with the kids while the parents were out of town
  - c. Preparing meals, light cleaning, keeping kids on task with chores and schoolwork

January 2009 - December 2010  
*Lice Removal Technician*

#### **The Hair Whisperers**

OC/LA, Ca

1. Worked under my own supervision, as this was a home service
2. Worked mostly with kids and stressed out moms. Had to keep both happy and not let their stress and discomfort affect my ability to do my job well.
3. Entered into a new dynamic with every house I went to. Had to think on my feet and know how to react/respond to each individual case.
4. Worked often in schools checking hundreds of kids; Had to work with the school officials and teachers as an educator to all in how to handle the situation and overlying problem.

July 2007 - December 2009  
*Barista/Server*

#### **The Gypsy Den**

Costa Mesa, Ca

1. Seated, waited on, and rang up guests ensuring an overall cared for experience
2. Made coffees and teas and worked the register as the barista
3. Worked efficiently with my coworkers in a fast paced and small working environment making sure we didn't step on one another's toes

February 2006 - May 2007  
 August 2008 - October 2008  
*Independent Buyer, Key Holder*

#### **Buffalo Exchange**

Costa Mesa, Ca

1. Managerial duties such as making deposits, opening/closing the store, and organizing my peers
2. Trained new employees
3. Working in a very high paced environment where teamwork was a necessity
4. Was welcomed back as a temporary employee. Despite not having worked there for over a year, I was able to jump right back into the quick environment using the skills I'd learned when I first started.

### **Education**

2005-2010

Orange Coast College

Costa Mesa, Ca

- Earned an **Associates in Science Degree**
- Completed the Pre-Nursing Program

2004 -2005

San Francisco State University

San Francisco, Ca

- International Relations Major

2000 - 2004

Orange County High School of the Arts

Santa Ana, Ca

- Musical Theatre Major

### **Interests**

Cooking creatively and from my garden, baking pies, exploring the world and other cultures, organic gardening, yoga, hiking, horseback riding, making music, photography, my dog, family, and friends.

### **Tips**

- I have been described as calm, cool, and collected in high stress and fast paced environments
- I have my **Food Manager Safety Certification** thru ServSafe
- I have delivered a baby, pulled teeth, sang in front of thousands of people, and backpacked through Europe, among other feats. I feel like I can handle most anything with a little training.