

Lillian V Oliver

9630 Plymouth st.

Oakland California,94603

510-837-4506

Virginia.Oliver972@gmail.com

Highlights of qualifications:

Able to work nights, and weekends

Self &people oriented

Hard working and open to learn new things

Food handlers card currently updated 2014,exp:2016

Work Experience:

July 2011-August 2011: Administrative Assistant Oakland Fire Administration, Oakland Ca

answered main office calls

payroll assistant

filed and stocked office supplies

scheduled &processed calender events

may 2011- July student mentor/coach Lincoln child center , Oakland ca

mentored younger adolescents with academic and physical education

organized youth outreach events

helped lower attendance revenue in the city of Oakland

completed 1 month training program on budgeting and managing money

December 201-July 2013 cook in training/intern the Oakland Kitchener , Oakland ca

daily menu preparation lunch & breakfast

kitchen maintenance

pop-up events planner

customer service representative

July 2013-June 2014 dishwasher/prep cook pop art bakeshop,Oakland ca

daily menu production:breakfast and lunch

full kitchen maintenance

chefs assistant

cashier , customer service rep.

May 2014-current Sous Chef/Patisserie the cook and her farmer, Oakland ca

responsible for prepping daily menu items

line cook plating salads,savory foods, and desserts

baking daily pastries

cafe greeter/receptionist

market shopper for grocery, etc.

Education:

Calvin Simmons 2007-08

Oakland high school 2009-11

Dewey academy 2011-13, OBTAINED high school diploma June 2013

currently enrolled in Laney College Culinary Arts program ,perusing to obtain an A.A degree

References:

ROMNEY STEELE , Coach/Mentor 510-798-1895

STEVEN DAY , Support Team 510-467-4226

TONY THURMOND, Coach 510-421-2040