

# Kimberly MacPherson

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To whom it may concern,

I'm writing to apply for the position of creative baker/pastry chef at your company. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your company.

My enthusiasm and commitment to excellence have served me well. I have extensive experience with being an assistant to an executive pastry chef and having had the chance to significantly develop my baking skills and creating new recipes. I work well as a part of a team, and I am efficient with assigned tasks as an individual. I love to have the opportunity to play with recipes and make new delicious pastries. My executive pastry chef accepts my ideas for new recipes often and we always talk about what we should put on our menus. I am in charge of training all new pastry assistants that are hired, and I expect them to hold the same work values that I display. I make sure that their work stations are kept in an orderly fashion and that they constantly keep their station sanitized, and make sure they understand and follow FIFO, I like to have minimal waste. I have worked with computer programs for ordering ingredients and setting up menus, and I catch on very quickly.

I believe my experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

Sincerely,

Kimberly MacPherson

510-303-4965

Kimberly7247@hotmail.com

## **Kimberly MacPherson**

### **Experience** March 2014 to present

Rebecca Jean Catering South San Francisco CA

- I am the assistant to the executive pastry chef *-Lead* and my duties are making and baking the goods for service.
- I train any new employees to properly produce all pastries, and to follow my high expectations for cleanliness.
- Helping make a new fun menu that the clients will enjoy.
- Working with fresh seasonal fruit to make delicious pastries.
- using FIFO in walk-ins and freezer so there is minimal waste.
- keeping track of inventory so what we need is ordered in a timely fashion, or place the order myself.
- Keeping my work station cleaned properly and organized for proficient results.

July 2012 to March 2014 Breaking Bread San Francisco CA

- My duties when I first started working for breaking bread was to greet my customers with a friendly smile and take their orders while providing exceptional customer service.
- I was a team player and helped out when ever needed.
- Later my duties were as their baker. I make the weekly menu, And make adjustments as needed for other items ordered.
- I make all the quick breads, such as banana bread and muffins. and some yeast breads such as muffaletta and sweet dough for cinnamon rolls. I am also in charge of cookies, cupcakes and, bars.
- I am also in charge of creating appealing platters for catering.

- I also make sure that the kitchen is cleaned and organized, and make sure the employees are using FIFO.

February 2012 to June 2012 - Lightening Foods San Francisco CA

- My duties at Lightening Foods are greeting customers and taking orders. Making fresh salads and sandwiches, doing the prep work before opening, and keeping my station sparkling clean.

January 2007 to May 2007

Children's Creative Learning Center Palo Alto CA

Floater Teacher/ Substitute:

- While I worked at Children's Creative Learning Center I relived teachers for breaks and lunch, and filled in when a teacher was absent.

September 2005 to January 2007

Odyssey Learning Center Orangevale CA

Residential Aide:

- While I worked for Odyssey learning Center I worked with children with autism and helped to teach them how to function in daily society.
- I had gotten in house training through Odyssey Learning Center.

September 2004 to September 2005 Ross Dress for Less Pacifica CA

**Customer service:**

- While I worked at Ross I worked in customer service, Fitting room, mark downs, stock, and on the floor in all the different departments.

## Education

2003 to 2004	Skyline College	San Bruno CA
2009 to 2011	Chabot College	Hayward CA