

Susan M. Dalton

46 E. Grant Avenue

Colonia, NJ 07067

h (732) 680-1719 c (848) 467-6429 smariedalton@gmail.com

Skills: Excel, Microsoft Office, PowerPoint, Outlook, Apollo Reservation System software, able to multi-task

Education:

National Restaurant Association, Chicago, IL ServSafe Certification, .7 hours CEU, August 2014

Cittone Institute, Edison, NJ Computerized Accounting Certificate, August 1995

Honors: 4.0 GPA & Perfect Attendance

Rochester Institute of Technology, Rochester, NY M.B.A. candidate, 24 credit hours completed, May 1986

S.U.N.Y. Potsdam College, Potsdam, NY B.A. Mathematics, Philosophy minor, December 1984

Honors: Regents Scholarship

Work Experience:

Chartwells Food Service c/o Edison Board of Education, Edison, NJ

Food Service Worker--worked in 5 of 17 school serving lunch, prepping breakfast, clean-up.

April 2016 - Present

Boy Scouts of America, Patriots' Path Council, Sabattis Adventure Camp, Long Lake, NY

Camp Cook--supervised kitchen staff and cooked 3 meals a day for 50 staff, including dietary concerns and special events.

June - August 2015

Maschio's Food Service c/o St. John Vianney School, Colonia, NJ

School Cook--prepped, prepared, and served 200 lunches per day in a school setting. Maintained inventory.

March 2006 - June 2015

Vista Travel, Colonia, NJ

Assistant Bookkeeper--reconciled airline ticket sales with weekly report, A/R, bad debt collections.

1999 - 2003

Gateway Travel, Manalapan, NJ

Accounting Manager--Processed weekly airline report for two locations, A/R, investigated charge backs.

1995 - 1999

Mid-Atlantic Warehouse, Dayton, NJ

Customer Service Representative, Transportation Scheduler--Made inbound delivery appointments and pick charts for warehouse using computer based programs.

1992 - 1994

Preston Trucking, Rochester, NY

Inbound Platform Supervisor--3rd shift supervisor of all aspects of dock work at local terminal.

1991 - 1992

Red Star Express, Newark & Parsippany, NJ

Sales Representative--Sold LTL transportation services, cold calls and maintained existing accounts.

Inbound Platform Supervisor--3rd shift supervisor of 25 delivery routes in NJ/NY area.

Computerized Routing Supervisor--brought freight delivery into the 21st century with computerized system.

1987 - 1991

Volunteering/training:

Boy Scout Troop 66, Edison, NJ
Assistant Scoutmaster
April 2015 - Current

Committee member
April 2009 - April 2015

Popcorn Fundraising Chairperson
2010 - 2012, 2015

Venture Crew 885, North Plainfield, NJ
Advisor
January 2016 - Current

Lifetime Girl Scout member
Co-Leader Troop 81902, Edison, NJ
2004 - 2014

Cookie Booth Sales Coordinator
2010 - 2013

F.I.S.H. hospitality, Dunellen, NJ
Cook/server
2010 - Current

Union Catholic Parent's Athletic Club, Scotch Plains, NJ
Active member
2010 - Current