

Susan M. Dalton
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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