

Brianna R. Clarke

San Pablo, California

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OBJECTIVE

To obtain a full-time, long term position that allows the use of my diverse skills and experience to compliment the efficient operation of the organization, and where hardworking, responsible, and loyal employees are granted the opportunity for advancement.

SKILLS & STRENGTHS

- ❖ Take pride in performing efficiently in all assigned areas. Motivated to work competently without direct supervision in busy environment. Learn new skills rapidly.
- ❖ Accept responsibility for accuracy of work
- ❖ Professional manner and good people skills, fostering positive, productive working relationships with supervisors and employees
- ❖ Use time and resources effectively; consider efficiency, planning, and accountability very important
- ❖ Able to motivate, encourage and instruct others
- ❖ Work well both as a member of a team and individually
- ❖ Highly reliable, capable and adaptable
- ❖ Well-developed communication skills demonstrated through extensive customer service, answering multi-line phones
- ❖ Adept with technology

EXPERIENCE

FCI Dublin Food Services Department – Dublin, CA

Lead Baker – 2018-2019

- ❖ Maintained a clean and sanitized working area.
- ❖ Properly stored and organized kitchen equipment.
- ❖ Created and implemented designs for cakes and pastries.
- ❖ Assisted with the conversion of recipes to fit large scale production.
- ❖ Learned and practiced safe food handling and sanitation procedures in a large production dining hall while complying with OSHA requirements and standards.
- ❖ Met high-quality standards for food preparation, service, and safety.
- ❖ Familiar with the use of convection oven, Baxter rotating oven, Standing 60 & 20 qt. mixers, immersion blenders, tilt skillets and pan balance scales.

Vons – Las Vegas, NV

Customer Service Representative – 2015-2017

- ❖ Provided customer service, answered multiline phone system, cash handling, distributed gift cards, and performed merchandise returns.
- ❖ Completed Western Union transactions and issued money orders.

Target – Las Vegas, NV

Cashier – 2013-2015

- ❖ Greeted and communicated with customers in polite and respectful manner.
- ❖ Operated an electronic/scan cash register system, completed monetary transactions, and maintained a balanced till.
- ❖ Assisted customers with their purchases.
- ❖ Issued Target Cards and gift cards.

EDUCATION

Western Career College – Emeryville, CA

Medical Assisting Certificate – 2008

CERTIFICATIONS

Bakery Production Certificate – 2018
