

Heidi Westernoff

C: 510.491.8175 E: heidiwesternoff@gmail.com

Key Qualifications:

- ✓ Exceptional attention to detail
- ✓ Proficient in Microsoft Office
- ✓ Ability to problem solve under stress
- ✓ Data Base and records management
- ✓ Knowledge of standard office equipment

Experience:

2011-2012 – *Acrobat Outsourcing*, San Francisco, CA

Prep Cook

- Responsible for cooking and serving large volumes of food for corporate and private events
- Assisted in concession stands for events
- Performed side duties such as greeting guests, bussing tables, cleaning work areas, and washing dishes

2009-2010- Self-Employed, Hayward, CA

Independent Consultant

- Responsible for weekly conference calls with both clients and perceptive clients
- Coordinated and finalized for clients
- Packed and labeled products for shipment

1997-2008 GMAC Global Relocation Services, San Ramon, CA

Relo Consultant

- Assisted in corporate relocation services strictly following policy
- Worked closely with real estate agents and householdgoods movers
- Maintained inventory and reimbursement of employee expenses

Education:

1989-*Highschool Diploma* with emphasizes on *Retail Merchandizing*
Alameda Highschool, Alameda, CA

1994 Early Childhood Development Certiificate, Chabot College, Hayward, CA

Certifications:

- ServSafe Certification valid until 03/2016
- California Food Handler Card valid until 06/2015