

Tiffany Wake

Work Experience

Personal Assistant/Nanny/Housekeeper

Maria King - Garden Grove, CA
2023 to Present

Scheduling, light cleaning I, light cooking, errands, child care, shopping.
Rides to and from airport
Animal sitting.
Other duties vary upon need

Cook

Cold Spring Country Club - Placerville, CA
2008 to August 2009

Open kitchen, 7 am with members eagerly awaiting breakfast before tee time. Turn on all appliances and ensure in clean and in working order. Set up prep stations. Take members order, prepare members order and deliver to table. Receive payment. Clean up after and wash dishes. Repeat.
Responsible for putting away supply orders.
Assist the kitchen Manager in prep for Friday night dinners.
Cooking, and set up and sometimes serving, luncheons.
Maintain a clean and efficient workspace.
Occasionally pour beer, wine, and other spirits not requiring a mixologist/bartender

Cook

Powell's Steamer Co & Pub - Placerville, CA
2007 to 2008

Arrived for a working interview with no formal training, no idea of steam pot cooking. The cooking area was open to the restaurant, and the customers could watch me cook if they so chose to.
I was hired and put to work the next day. Such a great experience
In charge of opening kitchen
Starting all appliances
Choosing and Prepping the days special
Prepping and making chowders
Oyster Shucking

Baker/Clerk

Old town Bakery(closed) - Placerville, CA
2006 to 2007

Responsible for making and baking breads, cakes pies, pastry
Customer service

Baker/donut fryer/ delivery

Landmark Bakery (closed) - Willits, CA
2000 to 2001

Doughnut fryer, decorator
Assist with cakes plus, pastries, cookies, breads, quiche etc.
Barrista (small scale)

Night support

ICG Communications - Irvine, CA
1999 to 2000

ICG was a CLEC telephone company Answer incoming calls from customers who require tech assistance.
I open trouble tickets and dispatch techs or coordinate with others within the system to repair.
Started out as a file clerk

Burger King Crew Member

Burger King - Camp Lejeune, NC
1996 to 1997

Food prep and distribution
Customer service

Crew Member

Burger King - Willits, CA
1992 to 1995

All positions

Baker/Clerk

Sierra Rizing Bakery - Coloma, CA
Baker, assistant baker
Sales
Barrista

In Home Care Provider

Placerville, CA
Caring for and assisting senior citizens at home with light housekeeping/ laundry.
Companionship, rides to appointments, (using client car) and other errands. I.e Groceries, prescriptions

Front Desk Receptionist

Aerotek/ HomeBase Corporate - Irvine, CA
Greet everyone and assist with directions
Answer phones, screen/transfer calls
Accept in coming mail

Receptionist

Aerotek - Costa Mesa, CA
Answer phones, schedule conference rooms.
Distribute employee payroll (contact employees)
Knowledge of the whereabouts of all team members and if they are in or out.

Education

Some College in Real Estate

Citrus Heights, CA

2003 to 2004

High school diploma

Sanhedrin High School - Willits, CA

1994 to 1995

Skills

- Food Preparation
- Fast learner
- Organized
- Home Care
- Punctual
- Kitchen Management Experience
- Kitchen Experience
- Food Handling
- Meal Preparation
- Cooking
- POS
- Cleaning Experience
- Serving Experience
- Retail Sales
- Food Production
- Baking