

Sherry Dooley

Portland, OR 97239

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503-740-7179

Work Experience

Fred Meyers Loss Prevention

January 2023 to Present

Greet people as they enter the store. Customer service: Helping find items they need. Guiding visually impaired customers. Keeping an eye on customers who might be shoplifting, while working with armed security. Aiding in product recovery.

The Mac (food cart) Food prep-Tigard, OR

January 2021 to December 2023

Prepped all food items. Chicken, brisket, steak, seafood, and fish. Prepped all deli-drawer items, such as onions, sliced and diced. Restocked food cart.

Purchased all items related to the daily operations. I was the face of all catering gigs. Greeting, serving customers, and money/credit card handling.

Barista

Rose City Coffee Company-Portland, OR

January 2017 to December 2022

Local, independent coffee house. Closing shift, key holder. I am soloing, POS, making espresso drinks, and measuring and grinding beans for sale. Building relationships with new and regular clients, ensuring they are taken care of.

Closing duties of cleaning, restocking, ending the drawer for the day, counting money, and locking up.

Starbucks Barista-Portland, OR

January 2017 to December 2017

Eight months of learning the skills needed to make espresso drinks.

Owner/artist

Sherry Dooley Art - Universal

January 2002 to December 2017

successful fine art business with both retail and online sales.

- Oversee all creative design produced and sold by the business
- Plan and coordinate all art exhibits/showings
- Manage all shipping, receiving, business management

Project Assistant Internship

Department of Justice, Multnomah County-Portland, OR

January 2010 to December 2011

supporting county team dedicated to – helping survivors of child human trafficking.

- Community engagement
- Training Coordination
- Research and writing
- Member of the Steering Committee, which oversees the plan for treatment services, proposed legislation, and fund allocations.
- Meeting Support

In-house Graphic Designer/Receptionist

Portland Conference Center-Portland, OR

January 1999 to December 2000

- Created all in-house brochures, menus, and fliers
- Performed all tour and appointment scheduling
- Served as primary point of contact for all incoming calls
- Wrote and documented contracts

Sr. Administrative Assistant/Office Manager

Intel Corporation-Hillsboro, OR

- Coordinated internal and external training sessions for Intel Software

College

- Oversaw projects and inventory/collateral management
- Tracked and provided reports on revenue
- Event planner/coordinate for events, including large, multiple-site events
- Maintained schedules for multiple managers
- Performed web development and graphic creation

Education

Portland State University

January 2007 to December 2011

Columbia College of Business

January 1997 to December 1998

B.S. in Liberal Studies

Skills

- Catering
- Barista Experience
- Coffee Experience
- Loss Prevention

- POS
- Restaurant experience
- Cash register