

# Jennifer Coleman

## **Baker**

Minneapolis, MN 55412

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## Work Experience

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### **Baker**

Hy-Vee - New Hope, MN

Mix and cut donuts, mix and bake bread, cakes cupcakes, cookies. Bake and make special orders.

Follow

recipes, as well as make new ones.

### **Baker**

Decorater - Minneapolis, MN

November 8, 2013 To March 8, 2015

- Decorated all the donuts for opening shift
- Maintained consistent work
- Prepared dough for the donuts
- Fried donuts
- Kept work station clean and sanitized
- Stocked all frostings and fillings daily
- Make sure the case is filled in time to open the store

### **Night Manager**

Oasis Market - Eagan, MN

- Trained new bus and wait staff.
- Assist with public relations, food service, and register control.
- Resolve customer complaints in high-pressure environment.
- Handled cash and credit card transactions

### **Personal Care Assistant**

KAAN Home Health Care - Minneapolis, MN

- Assist clients with everyday basics
- Cook their meals
- Wash their clothes
- Take them to doctors appointments
- Clean their houses
- Provide company and companionship
- Make sure they are overall in good health

### **Shift Supervisor**

Lee Ann Chin - Brooklyn Park, MN

- Responsible for all aspects of meal preparation, clean-up, and general upkeep of the kitchen.
- Directly supervised the Cooks, and the Assistant Cooks/Dishwashers.
- Reported directly to the Director of Operations during a weekly meeting.

- Responsible for ordering all food and supplies and adhering to an approved expense budget.
- Maintained accurate records of all foods purchased and/or stored in a method to • maintain in good standings with the Department of Health.
- Responsible for maintaining accurate inventory of all kitchen supplies.
- Conducted preliminary food preparation.
- Prepared and cooked menu items.
- Responsible for setting up serving lines, garnishing food items, and applying food protection and sanitation measures.
- Responsible for receiving and properly storing supply shipments.
- Responsible for Meat/Seafood operation and meat preparation area.
- Responsible for weights/measures and the handling of perishable product.
- Accountable to sanitation and safety procedures.
- Accountable to inventory control, quality, and freshness date coding procedures.
- Effectively managed conflict to achieve desired business results.
- Responsible for product presentation and packaging.
- Trained new bus and wait staff.
- Assist with public relations, food service, and register control.
- Resolve customer complaints in high-pressure environment.
- Handled cash and credit card transactions

### **Shift Supervisor**

Taco Bell - Eagan, MN

- Responsible for all aspects of meal preparation, clean-up, and general upkeep of the kitchen.
- Directly supervised the Cooks, and the Assistant Cooks/Dishwashers.
- Reported directly to the Director of Operations during a weekly meeting.
- Responsible for ordering all food and supplies and adhering to an approved expense budget.
- Maintained accurate records of all foods purchased and/or stored in a method to • maintain in good standings with the Department of Health.
- Responsible for maintaining accurate inventory of all kitchen supplies.
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### **Chocolatier**

Henke Foods LLC - Mathomedi, Minnesota

Temper chocolate, enrobe on the socliich machine. Run the Knobel machine ,make chocolate bars and bites daily for orders, as well as special orders for businesses. Follow all GMP rules, and clean and sanitize work station before and after shift.

### **Assistant Bakery Manager**

HyVee - Robbinsdale, MN

Assist with the daily tasks. Weights and measurements, cooler and freezer temperatures as well as waste and stale logs. Continue a clean and sanitized department. Orders and inventory as well as assigning tasks to employees.

## Education

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### **Associates of Applied Science in Patisserie and Baking**

Le Cordon Bleu College of Culinary Arts