

ROBERT SMITH

Food Coordinator

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SUMMARY

A Challenging career opportunities which would help me to utilize my academic background that assist me to gain experience, employ my excellent interpersonal skills, and enable me to make a positive contribution.

CORE COMPETENCIES

Microsoft Excel, Communication, Public Speaking, Writing.

PROFESSIONAL EXPERIENCE

Food Coordinator

ABC Corporation - March 2007 – June 2008

Key Deliverables:

- Worked with the elderly.
- Attended and completed all new training and service requirements including orientation, trainings/team meetings and used any resources on the Internet to assist with proper scheduling.
- Supervised 5 employees.
- Created and implemented special events to raise awareness and materials for the Food Bank Network.
- Led clients through the intake process.
- Provided SNAP Outreach to clients who are eligible for benefits.
- Collaborated with community volunteers in outlying food banks to help manage food intake and outtake.

Food Coordinator

Delta Corporation - 2002 – 2007

Key Deliverables:

- Manage Pastry Assist in Deli Maintenance.
- Supervising five inmates in a kitchen.
- Cooking/ cleaning/ serving meals.
- Office of Pre-College Programs Worked directly with the Wisconsin Department of Public Instruction and the Associate Directors of Upward Bound and .
- Recieve the food, check the temperature, pass out the food for breakfast and lunch to children and seniors in my community.
- Clean up after all the food be served.
- Help feed people that was hungry in my community.

EDUCATION

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