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Anasazi Riley

SKILLS

Excellent customer service skills, intermediate baking skills, knowledge and practice of HIPAA, Basic understanding of Microsoft Word and Excel, knife skills (handling and cutting), COVID 19 sanitation

EXPERIENCE

Whole Foods Market, Wauwatosa – Lead Store Baker

MAY 2019 – PRESENT

As the store baker, I mixed, proofed, and baked all bread, pastries, and cookies to par for Whole Foods Market.

I displayed the pastries and bread beautifully and carefully every morning, in a very timely manner (before store open).

I assisted customers over the phone, at the counter, and with catering orders.

I worked closely with my team members, baking off whatever they needed for the grocery store floor, and helping with any extra tasks if I had time.

From time to time, I worked as a barista as well.

I took pride in everything I baked, and cared about every last detail.

Baking is one of my biggest passions!

Old Town Serbian Gourmet House, Milwaukee – Line Cook/Pastry Chef

As a line cook, I worked directly under the head chef, prepping, cooking, and artfully plating meals for customers.

I worked well at a fast pace, and under pressure.

I have a decent knowledge of Serbian cuisine.

I mostly enjoyed working as the pastry chef, making our Serbian crepes (palacinke) and our signature Schaum torte.

Mercy Home Health Care, Milwaukee – Office Manager

As the office manager, I worked under the administrator, mostly doing client intake and managing our Personal Care Workers.

I worked closely with doctors and nurses to curate plans of care for our clients.

I did basic administrative tasks, such as reception, scheduling, daily file audits, and check distribution.

I also assisted my administrator in employee acquisition, necessary disciplinary action, and employee termination.