

# Tiffany Albaser

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106 Magnolia Drive, Levittown, PA 19054

## SUMMARY

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Reliable and punctual Sales Associate who possesses an excellent work ethic and more than 13 years in retail. Areas of expertise include inventory, cash management and exceptional customer service.

## SKILLS

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- Excellent multi-tasker
- Superior communication skills
- Microsoft Office
- Basic clerical knowledge
- Reliable and dependable

## EXPERIENCE

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### Bakery Manager

Risoldi's Market & Cafe | Hamilton Township, NJ | March 2006 - June 2009

- Checked in deliveries and signed off on products received.
- Ensured the freshness of all bakery goods and food in the bakery.
- Prepared and reviewed sales reports.
- Managed customer service by training staff, overseeing operations and resolve issues in a timely manner.
- Responsible for department staff training, paperwork, assignments, and scheduling.

### Bakery Manager

Marrazzo's Market | Ewing Township, NJ | June 2009 - July 2012

- Ensured the freshness of all bakery goods and food in the bakery.
- Prepared and reviewed sales reports.
- Replenished food items according to customer needs and demands.
- Fulfilled special order requests, including special occasion cakes and party platters.
- Managed customer service by training staff, overseeing operations and resolve issues in a timely manner
- Responsible for department staff training, paperwork, assignments, and scheduling.

### Server

Applebee's Grill + Bar | Bensalem, PA | April 2009 - April 2013

- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.
- Maintained knowledge of current menu items, garnishes, ingredients and preparation methods.
- Managed closing duties, including restocking items and reconciliation of the cash drawer.
- Promptly served all food courses and alcoholic beverages to guests.

### **Assistant Teacher**

Little People Day School | Levittown, PA | August 2013 - January 2016

- Provided feedback on individual actions, behaviors and verbal responses.
- Designed lesson plans focused on age and level-appropriate material.
- Read stories to the children and taught them painting, drawing and crafts.
- Maintained daily records of activities, behaviors, meals and naps.
- Implemented positive discipline; followed policy of warning, timeout, talk and parent check-in.

### **Head Cake Decorator**

ShopRite of Yardley | Yardley, PA | January 2016 - Current

- Stocked shelves and ordered inventory when product stock became low.
- Assisted in the growth of sales by 3% by maintaining professional customer service and preparing visually appealing displays.
- Performed inventory and ordered more supplied and ingredients.
- Answered phone calls, put in orders and handled any customer disputes or complaints.
- Designed cakes and cake decorations for any event.

### **REFERENCES**

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Kimberly Cavanaugh: (215) 378-1189

Jessica Meehan- (215) 208-5853

Rob McQuade- (267) 243-6668