

# Valerie F. Brown

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## **SUMMARY**

Recent graduate that is flexible, detail oriented and a responsible decision maker experienced in customer service. Strengths include:

- B.S. in Management – graduated Magna cum Laude
- Highly proficient in Microsoft Office: Excel, Word, Power Point and various other software such as Answers on Demand and emailing
- Supervising numerous individuals and dining projects simultaneously
- Training new employees in company, dietary and safety procedures
- Balancing the cash register for Bistro and Dining areas

## **WORK EXPERIENCE**

### **WARE PRESBYTERIAN VILLAGE, Oxford, PA**

2008 – Present

Assisted and Independent Senior Living

#### **Prep Cook**

- Supervise wait staff
- Assist managers in all aspects of dietary procedures including ordering food and supplies using Excel and procurement system
- Address and resolve customer and resident concerns and complaints
- Substitute for advanced positions; working overtime as needed
- Responsible for banquets and special functions: set-up through clean-up
- Conducted tours of dining facilities; explained meal plans to potential and new residents
- Selected as initial trainee on new cashier computer system; in turn, trained other employees
- Progressed from part time Dietary Aide to Senior Dietary Aide to fulltime Prep Cook

## **EDUCATION**

### **West Chester University, West Chester, PA**

Bachelors of Science in Business and Public Affairs: Business Management Major

Minors: Accounting and General Health Science. Graduated May 2015 - Magna cum Laude; GPA: 3.51

## **AWARDS AND RECOGNITIONS**

- Worked throughout college and earned numerous scholarships including:
  - Port of Wilmington Maritime Society Scholarship, three years
- Ware Employee of the Month, October 2015
- Multiple workplace awards for perfect attendance