

Rose-Ann Jardine

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302-528-9386

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Professional Experience:

2006-2008

Eat Inc./Subway

Newark, DE

Manager

- Manage staff and upkeep of two stores
- Schedule staff
- Prepare budgets
- Inventory
- Daily deposits and money handling
- Store compliance for monthly inspections by Regional Manager
- Prepare and transmit weekly paperwork to corporate office
- Maintain vendor relations
- Perform IT functions for all regional stores

2004-2006

Sodexo Inc.

Christina, DE

Acting Unit Manager/Grill Manager

- Manage Grill cooks
- Prepare budgets
- Inventory
- Daily deposits and money handling
- Ensure the cleanliness and set-up of the restaurant
- Maintain vendor relations
- Service the Executive lounge
- Schedule and staff catered events

2004-2007

American Philosophical Association

Newark, DE

Placement and Registration

- Maintain databases
- Setup and breakdown of computer equipment
- Receive payments
- Instruct interviewers and candidates
- Monitor receptions

2002-2004
Manhattan Bagel
Manager and Lead Baker
Manage and schedule staff
Inventory
Sales
Weekday baking
Hockessin, DE

Additional Professional Experience:

1999-2002
Fabulous Bagel Boys
Weekend Manager and Baker
Hockessin, DE

1998-1999
Image First
Return Specialist
Wilmington, DE

1995-1997
Manhattan Bagel
Lead Baker
Hockessin, DE

Summer 1997
Manhattan Bagel
Advanced Internship
New York, NY

Certifications and Awards:

Outstanding Excellence Award for a Manager – December 2007

ServSafe Certified – September 2007

Department of Vocational Agriculture – Agribusiness Curriculum
Major: Small Animal Care – 1993

Vocational FFA Agriculture
Achievement Award: Wildlife Management – 1992

Agricultural FFA Education
Achievement Award: Small Animal Care – 1991

National FFA Organization Certification
Greenhand FFA Degree – 1991

Technical Skills:

Microsoft Office Suite, Profit 21, Subway 2000

Education:

Bachelors of Science in International Marketing
Goldey-Beacom College
Hockessin, Delaware

Associates Degree in Information Systems
Goldey-Beacom College
Hockessin, Delaware

References:

Katina Saunders
Admissions Coordinator
AdvoServ Inc.
(302) 834-7018

Ryan Goverts
Benchwork Promotions
Project Manager
(302) 354-0999

Laura Wisk
University of Delaware
DE Geological Survey
Administrative Assistant
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