

Sherri L. Goodwin

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Objective:

To find a fulfilling position which allows me to use my talents and acquired skills in a challenging manner.

Work Experience:

October 2015 to present: Proofreader, EBA Printing, Mequon, WI. Proofreading all varieties of material, assisting in bindery operation tasks, and a myriad of other duties.

May 2015 to September 2015: Prep cook, Milwaukee Country Club (seasonal position). All manner of cold food prep, handling the cold side (sandwiches, salads, wraps) at pool café, fulfilling member orders.

April 2013 to May 2015: Personal caretaker for an elderly couple. Meal preparation, household tasks, medical management, etc. I was asked to resign from my previous job in order to help out this couple.

October 2011 to April 2013: Jack's Café, Waukesha, WI. Part-time Cook for small busy café that is open only for lunch service. Duties include food preparation, set-up and clean-up of work station, create daily specials, occasional scratch soup preparation.

January 2011 – present: Cake decorating (privately) and volunteer food preparation and service of meals for various charity and philanthropy groups. Consulting for meal plans, editing and proofreading college papers and one novel.

August 2007 – January 2011: Cash & Carry Catering, Milwaukee, WI. Event Planner and Office Manager – responsible for phone calls, setting up catering orders and preparing them for the kitchen staff, creating cold food items and serving trays, planning and carrying out tasting events and sales demonstrations, menu development, recipe development, customer service, cash handling, all manner of office duties and computer work, sales and marketing. Was laid off due to current economic climate.

September 1998 – August 2007: Big Apple Bagels (Menomonee Falls, WI), Great Harvest Bread (Elm Grove, WI), Atlanta Bread Company (Milwaukee, WI), Lee John's Catering (Waukesha, WI), St. Joseph's Outpatient Centre (Wauwatosa, WI). Duties included making bagel sandwiches, creating flavoured cream cheese selections, customer service, making coffee/espresso beverages, creating and shipping gift boxes, setting up and serving at various catering venues around the Milwaukee area, grill cook/cashier/food prep in café and catering in medical centre conference areas, cash handling in several positions. Left various jobs by seeking more challenge and to grow my skills in the food service industry and in some cases was hired away by other employers.

June 1989 – May 1991: Library Technical Assistant, Phillips Exeter Academy, Exeter, New Hampshire. Supported all sections of the library and the six librarians. Cataloged paperback

collection, patron circulation assistance, filed cards in card catalogue, maintained shelving of books.
Resigned due to impending birth of first child.

Education:

Ramstein American High School, Ramstein West Germany: graduated 1985
University of New Hampshire, Durham, NH – BA in Communication, 1989

Other interests and affiliations:

International Order of the Rainbow For Girls, Order of the Eastern Star (past presiding officer),
English Springer Rescue America, cookbook editing and recipe testing, knitting and crocheting
projects for charity programs.

References available upon request.