**Tania A. Wellen**

5228 SE 43rd Ave, Portland, OR 97206

503-704-0084 • Tania.wellen@gmail.com

**OBJECTIVE**

Experienced legal assistant with strong customer service background seeking a position in which I can apply my detail-oriented abilities to positively contribute to an organization.

**WORK EXPERIENCE**

**Bakery Team Member** **April 2011-Present**

Whole Foods Market, Portland, OR

* Balance conflicting responsibilities between customer service and production.
* Trained in all aspects of buying and stock management.
* Duties associated with bread and pastry production: preparing mixes, packaging and production lists.

**Bakery Team Leader** **November 2010-June 2011**

Bridgeport Brewery, Portland, OR

* Supervise bakery team to ensure all quotas for daily production are completed on schedule.
* Lead monthly inventory surveys to ensure proper stocking of supplies.
* Collaborate with event staff to plan and prepare menu offerings and for catered events.
* Responsible for making and plating of all desserts for restaurant service and banquets.

**Sales Associate December 2009-January 2010**

Broadway Panhandler, New York, NY

* Assist in customer relations regarding the purchases and order of bakeware and cookware.
* Manage inventory and merchandise products.

**Assistant to the General Counsel January 2008-June 2009**

National Audubon Society, New York, NY

* Assist in the daily activities of four attorneys at the organization’s national headquarters.
* Recipient of annual Rising Star achievement award for best new employee.
* Prepare and proofread detailed legal documents.
* Developed and maintained filing system.

**Office Assistant**   **July 2007 – October 2007**

Strouse Legal Services, Columbia, MD

* Coordinate all activities including scheduling daily appointments, organizing client files and proofreading legal documents.
* Conduct research in support of cases.

**EDUCATION**

**University of Maryland, College Park, MD** **July 2007**

Bachelor of Arts in American Studies

**SKILLS**

* Proficient with the Microsoft Office suite of products
* Advanced database management abilities