Lisa Archer

#1 Upper Quarry Drive, Champ Fleurs | 1-868-737-3364/1-868-295-1414 | chantelarcher22@gmail.com

# Objective

* My objective is to gain employment at your establishment in order to finance and maintain my academic pursuits, as well as be given the opportunity to gain more experience in this field and furthermore the industry at large.

# Education

## University of Trinidad & Tobago (UTT)

* Diploma in Food Science & Technology
* September 2013 – November 2016 (expected graduation date)
* **Some courses obtained so far:** Public Health & Food Safety, Health & Safety, Food Workplace Practices, Business Management & Entrepreneurship, Food Regulation Food Product Packaging & Development, Communication, Statistics & Research, Basic Food Chemistry. Biology for Food Science & Agriculture, Basic Food Microbiology, Food Engineering and many more.

## Succes Laventille Secondary school

* CSEC/ O’ Levels
* September 2005 – July 2010
* Grades Obtained: English A (2), Food & Nutrition (2), Principles of Business (2), Social Studies (2), Integrated Science (3)

## Morvant new government primary school

* SEA Examinations
* September 2005

# Skills & Abilities

## Management

* Only brief unofficial exposure to management and the duties involved.

## Sales

* Quite a few years in customer services so I’m very much a people person and can assist is dissecting or even solving problems with or without a manager present.

## Communication

* Great at public speaking, very knowledgeable in computer knowledge. Can write reports and develop processing documents for verification or even monitoring

## Leadership

* Former school senior prefect
* Class representative at University
* Group Leader for many projects.

# Experience

## SUPPLY CHAIN Intern | Unilever caribbean limited | november 2015- March 2016

* Worked directly alongside the Production Manager as well the Quality Manager, in developing procedures and ensuring staff is following all HACCP & GMP standards, Revision of Standard operating procedures, Staff Training, assisted in archiving files in the Central Lab, assisted managers and supervisors in their daily tasks and many more.

## assistant pastry chef | Adams | 2015

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

## assistant pastry chef and csr | xtra foods grand bazaar | october 2013-february 2014/ dec 2014

* Worked along the head pastry chef in providing a wide range of products to the customers. Assisted the kitchen staff whenever need to prepare meals and I also on a daily basis, overlooked other employees and assisted with customer service at the canteen/bakery area

## General assistant baker | balzerts | may -aug 2013

* Assisted the Head baker with all duties including baking, cleaning, decorating, packaging and customer service

## café worker & assistant cashier |palladium cinema cafe | january 2013 – may 2013

* Assisted with all duties at the café, cleaning, cashing and meal preparation

## baker & assistant cook |festive foods| october 2012- january 2013

* Responsible for the baking of cakes, assisting in preparation of other foods and products available, as well as being a team player and assisting where needed

## assistant baker | upper crust patissiere | 2012

* Assisted the CEO/ Bakery Manager with the preparation and baking of all goods and products on a daily basis for the company.

# References

## Mr Alvin Stewart

* Teacher Grade 111
* Contact: 1-868-497-0460

## Petra charles

* Manager
* Contact: 1-868-312-5817

## Ms judith st paul

* Administrative Assistant
* Contact: 1-868-720-7013