

PAULA HENNING-WANCATA

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EXPERIENCE

OCTOBER 2022 – PRESENT

JOYCE MANUFACTURING

Identify and prepare vinyl materials for window sashes.

Load and cut material on GED SD20 saw.

Preform all sash repairs.

Manage inventory for windows that are cut.

Screening windows and punch frames for orders.

MAY 2021 - PRESENT

RED CEDAR COFFEE COMPANY

With the knowledge that I have acquired I

Assist customers in retail space with any specific questions about coffees as well as cashier and barista services. Complete phone orders for both customer and wholesale orders.

Roast coffees to accurate temperature using a manual gas Dietrich coffee roaster.

Correctly follow procedures to flavor, weigh, pack and seal coffee for both the retail store as well as wholesale accounts.

Making sure all orders are filled, boxed and shipped correctly for customer pick-up, UPS shipping or delivery.

Preformed logging of coffee temperatures, grinds grading as well as daily sanitation procedures.

Preformed routine cleaning of supplies, equipment and daily cleaning and maintenance of the coffee roaster.

Inventory management of both retail and production coffees.

MARCH 2016 – MAY 2021

HEINEN'S

With the knowledge I acquired

Deli Associate - Daily tasks include specializing in customer service while filling in-store customer orders to their specific requests. Prepared Deli trays and various others orders for pick up. Worked in the Café preparing meals to order for customers dining in as well as take-out orders. Maintained all Safety and Sanitation logs accordingly. Daily set up and take down of deli case. Responsible for inventory of all trays, cups and storage containers.

Kitchen/Production – Followed recipes for daily meal preparation/ cooking for prepared foods case as well as packaged to-go food. Responsible for taking and filling all holiday orders. Filled in as dishware person as needed, including tear down and cleaning of rotisserie roaster. Fried chicken and cleaned/ preformed filter and oil changes on fryer. Maintained all safety and sanitation protocols, insured displayed and packaged food had proper signage and date. Ordered and inventoried food from central warehouse.

Seafood Department - Displayed seafood with proper signage in store display case. Followed recipes for packaged to-go take and bake meals. Learned skills such as cutting, trimming and skinning of fish. Assisted customers with seafood items and specific requests. Answered phones and filled orders for shrimp and other seafood trays as well as prepared orders for clam bake season. Weekly breakdown and cleaning of store ice display case. Assist meat department as needed. Ordered daily seafood from Euclid and Catanese Fish Companies as well as items from the central warehouse.

EDUCATION

COLLEGE – VIRGINIA MARTI COLLEGE – ASSOCIATES DEGREE

Graphic Design and Applied Sciences

HIGH SCHOOL DIPLOMA – HOLY NAME HIGH SCHOOL

Stage Crew Manager
Yearbook Committee
Art Club

SKILLS

- Time management
- Well versed in Customer/Vendor Phone conversations
- Problem solving skills.
- Knowledge of coffee and roasting at Red Cedar
- Working in retail especially working cash register and engaging customers.
- Knowledge of computers and ordering programs.
- Working on inventory, maintaining stock and rotation.

ACTIVITIES

Active member of Berea Kiwanis /Scholarship Committee Member
Active member of Berea Kiwanis Aktion Club (Adults with Developmental Disabilities)
Active member of the Berea Historical Society
City of Berea Civil Service Commissioner
City of Berea Shade Tree Commissioner