

ANDREA BALMER

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SUMMARY

- Customer service
- Problem solver
- Leadership
- Communication
- Ability to work under pressure
- Decision making
- Teamwork
- Adaptability

EDUCATION

College of Charleston, Charleston, SC.

May 2020

- *Bachelor of Science in Hospitality Operations Management, School of Professional Studies*

Trident Technical College, Charleston, SC.

Jan 2002- May 2004

- *Associate in Business, Culinary Arts Technology*

EXPERIENCE

Nutrition Services Manager. CCSD/ James Island High.

July 2014- present

- Manage 17 employees
- Inventory
- Food/ supply order
- Keep detailed administrative records
- Uphold DHEC & HACCP standards
- Employee time keeping
- Deposits
- Increase lunch and breakfast participation
- Training manager
- Menu development

Fresh Foods Manager, Carolina Co. SC.

July 2006- July 2014

- Managed daily operations of the largest grocery deli/ bakery in SC for Piggly Wiggly/ Newton Farms with yearly sales of over \$ 3.5 million.
- Revitalized four Delis with increase sales of 8% and reduced operational costs by 10%.
- Managed up to 45 employees
- Organized and operated all catered events
- Hired and trained all new employees
- Managed food costs, inventory, purchasing, gross profit, daily shrink and transfers.

Assistant Manager, Privateer Restaurant, Kiawah Island

August 2000- July 2006

- Assisted management with all BOH and FOH operations in one of the largest resort restaurants in area
- Planned and prepared catering events up to 200 people
- Implemented policy, procedure and training manuals for BOH & FOH

CERTIFICATION AND AWARDS

SERV Safe Manager certification, Cvent certification, Alpha Sigma Lambda, 2015-2016 CCSD Manager of the Year

VOLUNTEER EXPERIENCE

Crosstowne Church, Ronald McDonald House, JI Connections- mentor