

Olivia Dunbar

Warwick, RI 02889

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Education

Rowan College at Burlington County - Mt. Laurel, NJ • Associate of Arts in Liberal Arts • August 2011-May 2016
Southern New Hampshire University – Continuing Education into Bachelor of Business Administration with a concentration in Human Resources • February 2022-October 2024

Experience

Allied Fire Protection West Warwick, RI • Office Assistant/Account Manager • August 2016 • Present

- Answered telephone and responded to customer inquiries
- Filed paperwork accordingly
- Assisted Company Owner with Bookkeeping
- Handled Accounts Receivable/Payable
- Entered invoices and payments into Peachtree Pro 2011
- Processed deposits at local bank
- Maintained Inspection Scheduling Program, Inspect Point

Simpatico Jamestown, RI • Line Cook • September 2016-January 2018

- Set up and stocked station with all necessary supplies
- Prepared food for service
- Cooked menu items in cooperation with the rest of the kitchen staff with awareness of expediting process
- Worked Pantry and Hot Appetizer station
- Ensured that food comes out the correct temperature and high quality in a timely fashion
- Answered and reported shortages to Executive Chef
- Covered, dated and correctly stored all food items as per safe food-handling procedures
- Prepared proteins and other food items for service, and maintained proper sanitation of posted station
- Operated Pizza Oven, Deli Slicer and Fryolator accordingly

Skills

- Excellent customer service skills
- Proficient in utilizing Microsoft Office and Google Applications
- Strong organizational and communication skills
- Ability to interact well with diverse groups
- Able to multi-task with efficiency
- Quick learner and able to follow detailed directions
- Detail oriented with effective time management
- Exceptional critical thinking skills
- Practices efficiency in all areas of work