



# SHELBY TYLER

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## Summary

I am a dependable nutrition and dietetics student with a track record of success in the food service field, attention to detail, and a proactive mindset. I seek opportunities to learn and grow in my future career as a dietician, and I enjoy expanding my experiences through varied opportunities such as volunteer work, collaborative projects, and travel. I am empathetic, conscientious, and hardworking, and I excel at multitasking in fast-paced environments.

## Skills

- Staff Supervision
- Workflow Planning
- Food Safety
- Team Collaboration and Leadership
- Spanish Fluency
- Attention to Detail
- Multitasking and Organization
- ServSafe Certification

## Experience

### **Kitchen Manager** 01/2023 - Current

Pastini Pastaria | Corvallis, OR

- Trained new kitchen staff on proper food handling techniques and safety regulations.
- Ordered ingredients and supplies to maintain adequate inventory levels for the kitchen.
- Monitored sanitation practices to ensure that all employees adhere to health department regulations.
- Inspected equipment regularly to identify necessary repairs or replacements.
- Oversaw daily operations of the kitchen including meal preparation, cooking methods, portion sizes and plate presentation.
- Managed employee relations by providing guidance on job duties as well as disciplinary actions when needed.
- Evaluated employee performance through observation of work habits, attitude toward customers and adherence to company policies.
- Promoted an atmosphere of teamwork among kitchen staff members by fostering open communication between team members.
- Planned kitchen staff schedules to maximize coverage and encourage collaboration.

### **Caregiver, Special Needs** 06/2022 - 12/2022

Sevitar | Phoenix, AZ

- Provided assistance to special needs individuals with daily activities such as feeding, bathing and dressing.
- Assisted in the development of life skills such as communication and mobility.
- Monitored physical and emotional health of clients.
- Organized leisure activities like games, music or art projects to encourage creative expression among clients.
- Encouraged independence by teaching basic self-care tasks such as brushing teeth and washing hands.
- Maintained accurate records of services rendered for each client.
- Developed positive relationships with families of special needs individuals.
- Performed light housekeeping duties related to client care such as laundry, changing bed linens or preparing meals.

**Kitchen Manager**

08/2021 - 06/2022

Postino Wine Cafe | Phoenix, AZ

- Trained new kitchen staff on proper food handling techniques and safety regulations.
- Monitored sanitation practices to ensure that all employees adhere to health department regulations.
- Inspected equipment regularly to identify necessary repairs or replacements.
- Oversaw daily operations of the kitchen including meal preparation, cooking methods, portion sizes and plate presentation.
- Managed employee relations by providing guidance on job duties as well as disciplinary actions when needed.
- Evaluated employee performance through observation of work habits, attitude toward customers and adherence to company policies.
- Promoted an atmosphere of teamwork among kitchen staff members by fostering open communication between team members.
- Provided feedback during tasting sessions to help refine existing dishes or develop new ones.
- Performed weekly inventories of food items stored in refrigerators or freezers.
- Planned kitchen staff schedules to maximize coverage and encourage collaboration.

**Budtender**

08/2019 - 06/2021

Beaver Bowls Dispensary | Albany, OR

- Weighed and prepared products in order to accurately package and label items for sale.
- Oversaw sale of merchandise such as flowers, concentrates and edibles.
- Handled large volume of cash with high accuracy and security each day.
- Discussed strains, qualities and effects of marijuana for medicinal and recreational needs.
- Earned reputation for good attendance and hard work.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Managed supply restocking, display arrangements and general housekeeping.

**Line Cook**

09/2019 - 04/2020

Caves Bier and Kitchen | Challis, OR

- Prepared food items consistently and in compliance with recipes, portioning, cooking and waste control guidelines.
- Cleaned food preparation areas, cooking surfaces, and utensils.
- Stocked and restocked kitchen supplies as needed.
- Followed health and safety standards to ensure safe working environment for employees and customers alike.
- Assisted in prep work when needed.
- Plated dishes according to restaurant presentation standards before delivering them to customers.
- Managed multiple tasks simultaneously while remaining organized in a fast-paced environment.

**Budtender**

01/2019 - 06/2019

Green Room Dispensary | Corvallis, OR

- Oversaw sale of merchandise such as flowers, concentrates and edibles.
- Handled large volume of cash with high accuracy and security each day.
- Managed supply restocking, display arrangements and general housekeeping.
- Discussed strains, qualities and effects of marijuana for medicinal and recreational needs.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Recognized by management for providing exceptional customer service.

**Line Cook**

12/2017 - 05/2018

Smoky Mountain Pizzeria and Grille | Nampa, ID

- Established and maintained open, collaborative relationships with kitchen team to maximize efficiency.
- Maintained consistent quality and high accuracy when preparing identical dishes every day.
- Prepared and plated 200+ dishes per shift for busy \$2.7M annual revenue restaurant.
- Interacted professionally and effectively with wait staff regarding special orders for customers, including those with food allergies and gluten intolerance.

### **Daycare Assistant**

09/2017 - 01/2018

Kangaroo Clubhouse | Nampa, ID

- Helped prepare meals, snacks and refreshments for children, accounting for individual dietary needs and restrictions.
- Balanced schedules to provide optimal rest, play and educational periods.
- Observed and monitored play to identify developmental strengths and target areas for enrichment activities.
- Managed crafts and other hands-on activities to engage kids and promote development.
- Cleaned toys, play equipment, dishes and other surfaces to keep facility sanitary.
- Provided exceptional care to groups of up to 20 children between ages 5 and 11.
- Discussed new developments, misbehavior and concerns with parents or guardians.

### **Cook**

09/2016 - 07/2017

Garden Plaza of Post Falls Senior Living | Post Falls, ID

- Set up and performed initial prep work for food items such as soups, sauces and salads.
- Established and maintained open, collaborative relationships with kitchen team to maximize efficiency.
- Coordinated average of 400 to 500 daily food orders, organizing timely deliveries to each table.
- Collaborated extensively with interdisciplinary care team to meet nutritional needs of each resident.
- Earned reputation for good attendance and hard work.
- Encouraged residents and caregivers to follow recommended food guidelines for well-balanced diets by giving suggestions of various wholesome foods and meals.

### **Cook**

06/2016 - 10/2016

North Star Retirement Community | Coeur D'Alene, ID

- Maintained routine meal schedules and serving times.
- Oversaw preparation and serving of more than 200 daily meals.
- Collaborated extensively with interdisciplinary care team to meet nutritional needs of each resident.
- Delivered soiled dishes and pots and pans to washing areas and assisted in cleaning and drying all items.
- Established and maintained open, collaborative relationships with kitchen team to maximize efficiency.
- Frosted and decorated cakes, cupcakes, doughnuts, sweet rolls, pastries and cookies.

### **Restaurant Busser**

06/2015 - 05/2016

Azteca Southwest Grill | Coeur D'Alene, ID

- Carried dirty dishes to kitchen to keep dining areas clean and promote efficiency.
- Backed up cashier staff to process customer orders and payments.
- Applied proactive and resourceful nature to create pleasant guest experiences.
- Proactively assessed customer needs and provided beverage refills, condiments and other services.
- Monitored customer movements and quickly cleared empty tables for future customers.
- Recognized by management for providing exceptional customer service.

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Education and  
Training

**Bachelor of Science:** Nutrition  
Oregon State University | Corvallis, OR

Expected in 06/2024

**High School Diploma**  
Orofino High School | Orofino, ID

06/2015