

Olivia Valencia

Assistant Baker

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STRENGTHS

-  **Adaptability**
Adapting quickly during peak times to manage orders effectively was pivotal for operational flow.
-  **Team Collaboration**
Collaborative efforts during menu planning received positive remarks, showcasing teamwork advantages.
-  **Quality Focus**
Consistently producing high-quality cakes earned customer loyalty, leading to repeat business.
-  **Service-Oriented Mindset**
Signature cakes based on customer preferences became popular, showcasing responsiveness to feedback.
-  **Attention to Detail**
Thorough emphasis on cake decoration details boosted aesthetic appeal, enhancing customer attraction.

SKILLS

- Cake baking and decoration
- Food safety and sanitation
- Customer service
- Time management
- Team collaboration
- Inventory management
- Menu design Recipe development
- Production efficiency
- Pastry techniques
- Communication skills
- Problem-solving Creativity
- Hospitality Work ethic

SUMMARY

Enthusiastic baker with hands-on experience in preparing and baking a variety of cakes, emphasizing customer satisfaction through delightful creations. Eager to learn more about baking from skilled bakers while maintaining high quality standards and fostering community pride. Committed to upholding food safety protocols and maintaining a clean workspace. Employees appreciated quick responses during busy hours, providing exceptional service to customers. Engaging collaboration within the pastry team contributed significantly to seasonal menu development and innovative cake designs, enhancing customer choices. Ready for new challenges at Sweet Treats Bakery and excited to contribute to memorable celebrations.

EXPERIENCE

Assistant Baker

Sweet Treats Bakery  June 2025 - Present  Grand Rapids, MI

Support baking operations by preparing and baking a range of delicious cakes focusing on excellent quality standards, fresh ingredients, and customer engagement. Collaborate closely with lead bakers on innovative recipes and flavors, contributing creatively to seasonal offerings while ensuring compliance with food safety protocols.

- Prepare and bake various cakes using fresh, quality ingredients aligned with standard recipes.
- Engaged with customers during cake orders, delivering exceptional experiences and service.
- Contribute ideas for new cake flavors, leading to positive feedback and enhanced menu diversity.
- Maintain cleanliness of the baking area and ensure organization in compliance with health guidelines.
- Assist in inventory management by ordering supplies, preventing production delays due to stock shortages.
- Participate in training sessions, incorporating best practices while learning techniques from experienced bakers.

Intern Baker

Culinary Arts Institute  January 2025 - April 2025  Lansing, MI

Gained hands-on experience in professional baking, including preparation and presentation under expert guidance, focusing on pastry and cake-making craftsmanship vital for effective baking practices.

- Assisted in preparing pastries and cakes while implementing food safety measures.
- Learned cake decorating techniques directly from professional bakers culminating in a local bakery competition success.
- Participated in group assignments enhancing collaborative skills resulting in a podium finish.
- Utilized baking tools efficiently, which greatly improved productivity on the production line.
- Engaged customers positively during order taking, reinforcing commitment to service excellence.
- Followed sanitation practices diligently, maintaining hygienic workspaces throughout the internship.

LEADERSHIP & AWARDS

- Dean's List, University of Michigan, 2025
- Best Cake Design, Culinary Arts Institute, 2025

EDUCATION

Baking and Pastry Arts Certificate

University of Michigan  GPA: 3.8  2026  Ann Arbor, MI

Coursework: *Cake Baking, Food Safety, Cake Decorating, Culinary Techniques*

CERTIFICATIONS

- Food Safety Manager Certification  2025

LANGUAGES



MY CAREER



- Assistant Baker at Sweet Treats Bakery (1.2 Years)
- Intern Baker at Culinary Arts Institute (3 Months)

TECHNICAL SKILLS

- **Baking Equipment:** Mixers, Ovens, Sifters
- **Food Safety Standards:** ServSafe, HACCP, CFPM
- **Customer Relation Tools:** POS Systems, Order Management Software, CRM Solutions
- **Cleaning Protocols:** Sanitizing Agents, Double-Sink System, Cleaning Checklists
- **Decorating Tools:** Piping Bags, Fondant Tools, Edible Glitter
- **Inventory Management:** Stock Monitoring Tools, Ordering Platforms, Supply Chain Coordination
- **Collaboration Techniques:** Team Meetings, Group Training, Collaborative Projects
- **Pastry Methods:** Layering Techniques, Whipping Cream, Fondant Application
- **Culinary Competitions:** Preparation Strategies, Decoration Planning, Tasting Evaluations
- **Business Communication:** Email Correspondence, Customer Inquiries, Team Briefings

PROFESSIONAL AFFILIATIONS

- Member, Baking Club, University of Michigan
- Volunteer, Community Bake Sale, Detroit, MI

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST