

Kristin Pawlowski

pawlow26@msu.edu

Current Address:

589 West Akers
East Lansing, MI 48825
(734) 812-8019

Permanent Address:

38862 Lapham Court
Livonia, MI 48154
(734) 462-5976

Objective: To pursue an internship in the food industry that will effectively utilize my communication, leadership, and organizational skills

Education: Michigan State University, East Lansing, MI August 2004-Present
Bachelor of Science: Food Industry Management
Expected Date of Graduation: May 2008

Experience: **Akers/Hubbard Dining Complex, East Lansing, MI** August 2005-Present
Level 3 Student Supervisor

- Responsible for delegating jobs and assignments to a staff of over 200 student employees to maximize work flow
- Train 20+ employees per semester on the several different stations
- Preparing and ensuring that every station is ready and available to serve about 400 students for breakfast, 700 students for lunch, and 1200 students for dinner
- Organize and execute employee break schedule to maximize the efficiency of the stations
- Keep the operation clean, running smoothly, and organized
- Received a promotion in my short time working for the complex as well as “Spartan Pins” that show hard work and dedication

Level 1 Cafeteria Associate August 2004-August 2005

- Prepared cafeteria meals for entire Akers/Hubbard complex
- Stocked salad, beverage and dessert bars
- Cleaned dining area to provide comfortable eating environment
- Verified that students were eligible for cafeteria meals

Speedway SuperAmerica LLC, Novi, MI June 2005-July 2006
Customer Service Representative

- Responsible for the cash drawer and promoting customer satisfaction
- Responsible for cleaning and stocking the fast food area and coolers to maximize sales levels
- Responsible for keeping the store presentable and in good working order
- Perform managerial duties by ordering products directly from distributor’s sales representatives to maintain sales levels

Bruegger’s Bagel Bakery, Livonia, MI April 2003-September 2004
Crew Member

- Mastered the preparation and service of the available menu items
- Responsible for ensuring the correct order is being rung up on the cash drawer
- Training new staff on cooking, making menu items, taking phone orders, using the cash drawer, cleaning and sanitizing procedures
- Responsible for keeping the store stocked to maximize sales levels
- Cleaned dining area to provide comfortable eating environment

Activities: Food Marketing Association Fall 2006-Spring 2007