

Maria E. Bernardo
3151 Belgrade St., Philadelphia, PA 19134
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(570)709-2058

Skills

- Mid-Level Baking Experience
- Bread, pastry, and laminated dough experience
- Operations Management
- Food Safety and Storage Experience
- Process Flow/SOP
- Sourcing Materials
- Inventory Management and Cycle Counting
- Exceptional Computer Skills
- Exceptional Interpersonal Communication
- Effective Negotiator
- Forklift Driving
- WMS Experience
- Website Editing
- Electric & Manual Pallet Jack Handling
- Process Improvement
- Public Speaking and Group Training

Events Coordinator, Dock Street Brewery: 7/2021-Present

Oversee, book, and plan all events and social programming. Create BEO's and run weekly meetings with department heads and management to ensure seamless execution. Besides event execution, I also will help the business by covering bartending shifts on days when there are not events, food run, prep ingredients for the bar and kitchen, and occasionally cook in the kitchen.

General Manager, Fulfillville: 8/2020-Present

Responsible for the initial set up, sourcing, managing, and marketing and sales at a startup boutique 3pl in Philadelphia. Oversee all operations management, including but not limited to training, setting up SOPs, sourcing packing materials and setting up par levels. Solely responsible for all client services and logistics.

Warehouse Worker (Temp.), iGourmet: 3/2020-8/2020

Worked with high end food products, order fulfillment, picking, packing, and shipping orders. Managing specialty orders and maintaining product quality.

Manager of the Department of Continuing Education, Johnson College 03/2019- 09/2019

A 2 year technical school with a focus on trades, manufacturing, CDL, OSHA training, and forklift training. I had overseen entire Continuing Education (CE) department, its Coordinator, as well as roughly 12 faculty members. Responsible for updating the Eligible Training Provider List on the Pennsylvania Commonwealth Workforce Development System and ensuring that our course offerings were in line with current High Priority Occupations. Acted as a liaison between the College and Professional businesses such as Lowes DC, Fastenal, and Cardinal Glass.

Adjunct Instructor of Student Success Seminar, Johnson College, 2019 Fall Semester

Project Manager, Workforce Development Board of Lackawanna County, 07/2017-3/2019

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Special Projects Manager and active member of Lackawanna County Workforce Development board and Pennsylvania CareerLink®. Attended board meetings as the Special Projects Manager of the Lackawanna County Workforce Development Board with both board members and Pennsylvania State workforce representatives in attendance. Delivered reports on all projects I oversaw, for the following programs:

Adjunct Instructor, Lackawanna College, 2018 Fall Semester

Catering and Event staff, Hostess (PT) Peculiar Culinary Company 12/2017- 02/2020

Catering and Event Staff: Responsible for event set up for weddings and corporate occasions; inventory management; Assisting event coordinators, event space management, and customers throughout event to ensure seamless service; Food Service; Event space clean up

Hostess: Maintaining table counts, and ensuring servers get even divide of customers; Inventory control; assisting in general service; Assisting in restaurant clean up during and after service.

General Manager, the Last Bite, Kalahari Resorts, 06/2016-4/2017

In a multi-million dollar hotel chain, I was responsible for daily operations and management of their hand made candy store and ice cream shop. Increased daily operations sales nearly 50%, weekend and holiday sales increased over 50%; Worked shifts alongside of associates to see where positive changes could be made to daily operations and implemented changes as needed; Oversaw production, scheduling, worked with in-house warehouse and WMS system. Conducted monthly cycle counts, handled all inbound and outbound shipments, and conducted meetings with management team and staff. Hired, trained, promoted, and when necessary, terminated associates. Created and managed all schedules

WEBSITE PORTFOLIO:

www.mariabernardo.com

EDUCATION:

B.A.: English with a concentration in Professional Writing

Kutztown University of Pennsylvania- Kutztown, PA 2007

Professional References are available upon request