

MICHELE A. SNYDER

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OBJECTIVE

To utilize my skills and enhance my working experience, while gaining additional knowledge through related employment opportunities.

TECHNICAL SKILLS

Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, Macromedia HomeSite, HTML, 61 WPM

PROFESSIONAL EXPERIENCE

THE NUTRITION GROUP, Norwood, PA

2004 – Present

Cashier / Cook / Assistant Manager

- Responsible for calculating and confirmation of all daily receipts and monies for accuracy and preparing necessary forms for daily deposit.
- Handling of weekly inventorying and ordering of all supplies needed for snack bar and daily sandwich specials while staying within budget.
- As assistant manager, responsible for morning un-lock of refrigerators, freezers, cash registers, etc. and start up of ovens, steamers, and other equipment. Also responsible for afternoon lock-up and shutdown.
- Responsible for handling all cooking and prep work needed for the main lunch menu as assistant manager.
- Responsible for making daily hot & cold specials for students and teachers at Interboro High School.
- Server in the cafeteria.

ST. GABRIEL HOME & SCHOOL ASSOCIATION, Norwood, PA

1997 – 2004

Lunch Program Manager

- Used Microsoft Excel to track lunch monitors' time, hourly rate, and payout history.
- Used Microsoft Word for all lunch program documentation.
- Used Microsoft Outlook for all communication between myself and school board members.
- Created annual budget and purchased recess play equipment, plasticware, napkins, etc. for the school lunch program (using Microsoft Excel).
- Was responsible for making sure all lunch monitors had a personal & criminal background check done in addition to having "Child Awareness" certifications.
- Additional responsibilities included:
 - Provided lunch program status at school board meetings and to the principal.
 - Made sure every grade was properly monitored by an adult.
 - Kept order in lunchroom, school yard, and classroom as a Lunch Monitor.

ST. GABRIEL SCHOOL / ARCHBISHOP RYAN SCHOOL, Norwood, PA

1995 – 1997

Volunteer

- Responsible for initial set-up, sales, and clean up for school's annual fund raisers including: Book Fairs and Secret Santa Workshops.
- Substitute office worker for Archbishop Ryan School with duties including: answering phones, taking messages, typing, and filing.

- Chaperone for school trips and dances.

EAGLE DINER, Springfield, PA

1995 – 1995

Lead Server

- Responsible for overseeing younger servers nightly.
- Made sure all servers completed their assigned duties effectively and in a polite & courteous manner.
- Responsible for making sure proper scheduling for full coverage of shifts.
- Served during lunch and dinner shifts.

SMILES LINENS, Holmes, PA

1993 – 1994

Assistant Manager

- Oversaw customer service, cashiers, and quarterly inventory team.
- Made sure that inventory was always maintained, and that we did not go over budget.
- Responsible for counting daily receipts, nightly lock-up, and making deposits at the bank.
- Responsible for producing accurate nightly sales sheets and inventory reports for the store owner (using proprietary software).

B & C INVESTMENT ASSOCIATES, Collingdale, PA

1986 – 1992

- Home Maintenance Services

- Economy Van & Storage

- Ridley Station Apts. / Lakeshore Club Apts.

Property Manager

- Handled daily and monthly Delinquent Interview Inspections on delinquent mortgages by entering work orders for inspections, and results of inspections into an AT&T 3B2/400.
- Handled phone orders from mortgage companies for board-up, clean out, and winterization requests by creating work orders for contractors within the company.
- Tracked the status of inspections using an “Open Inspection” report to ensure completion of delinquent inspections in a timely manner and following up with inspectors as necessary.
- Handled monthly billing for all delinquent inspections by printing out monthly inspections completed for each company and mailing bills to appropriate contacts.
- Answered phones for moving & storage division providing moving & storage information to customer; scheduled moves.
- Worked with local sheriff’s offices to arrange for armed escort when scheduling evictions for mortgage companies.

EDUCATION

Diploma in Business Management, Academy Park High School – Sharon Hill, PA **1986**