

# Erin Miller

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I am flexible, adaptable, and reliable with a strong work ethic and communication skills. I have experience with Microsoft Excel, food safety, and I am SQF Certified.

## Education

**Culinary Innovation and Food Technology | Co-Op | Ontario College Advanced Diploma | 2017-2020 | Niagara College, Niagara-on-the-lake, ON**

- Food Law and Regulations
- Food Chemistry I
- Introduction to Microbiology and Food Microbiology I

**High School Diploma | 2016 | Craig Kielburger Secondary School | Milton, ON**

## Awards, Scholarships and Certifications

**Honours Standing | 2019 Winter Term**

**SQF Certification | 2019**

**Honours Standing | 2018 Fall Term**

**Honours Standing | 2018 Winter Term**

**Presidents Honour Roll | 2017 Fall Term**

**Niagara College Specialist High Skills Major Scholarship | 2017**

**OCCO of Ontario Scholarship | 2017**

**Ontario Scholar | 2016**

**Craig Kielburger S.S Food School Award | 2015 - 2016**

**Craig Kielburger S.S Technological Education Certificate | 2016**

**Craig Kielburger S.S Honours Society | 2014 – 2015**

## Experience

### Team Member Duties

- Preparing customer orders quickly and accurately.
- Ensuring that PPE is used when handling any food that will be given to a customer.
- Ensuring proper food safe temperatures are maintained when working with cold and hot stored foods.
- Ensuring that daily designated tasks are completed before the end of a shift.

### Production Assistant Duties

- Ensured that the correct PPE was used at during the day and when handling any cheeses.
- Assisted with all stages of production for various cheeses.
- Washed and maintained the various aging cheeses.
- Assisted with the thorough daily and weekly cleaning routines to maintain high standards of health and safety.

### **Prep Cook Duties**

- Prepared and cooked various items for hosted events and in-house use.
- Recorded inventory at the end of the day.
- Thoroughly cleaned and sanitized all workplace areas and equipment.

### **Dishwasher Duties**

- Thoroughly cleaned and sanitized all kitchen dishes.
- Returned clean dishes and utensils to storage areas.
- Cleaned and sanitized all dishwashing equipment and the dishwashing area at the end of the day.

### **Administrative Assistant Duties**

- Invoiced orders and packaged small orders.
- Printed labels for shipping and in-house use.
- General filing and inventory control.
- Computer processing and data entry using Microsoft Excel.

### **Baker Duties**

- Baked pies for in-house and farmers markets.
- Cleaned and sanitized the baking area after every shift.

### **Ice Cream Maker Duties**

- Ice cream orders were made quickly and accurately.
- Clean and sanitized the ice cream machine after every shift.

## **Work History**

**Team Member | Tim Hortons | St. Catharines, ON | October 2019 – March 2020**

**Production Assistant | Upper Canada Cheese Company | Jordan Station, ON | May 2019 – August 2019**

**Prep Cook | Piper's Heath Golf Club | Milton, ON | July 2017 – December 2018**

**Dishwasher | Piper's Heath Golf Club | Milton, ON | July 2016 – July 2017**

**Administrative Assistant | Timm Enterprises | Milton, ON | February 2017 – April 2017**

**Dishwasher | Thai Express | Milton, ON | June 2016 – February 2017**

**Dishwasher | Rattlesnake Point Golf Club | Milton, ON | September 2015 – December 2015**

**Baker, Ice Cream Maker | Andrews' Scenic Acres | Milton, ON | July 2015 – August 2015**

**References available upon request**