

Emily Novak

Bakery Clerk

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SUMMARY

Bakery clerk with 1.5 years in a supermarket in-store bakery, baking and packaging 1,500+ items a day from breads to cookies. Runs deck ovens and the proofer from a daily bake list, handles product packaging and scale labels with correct prices and dates, fills cake orders, and serves customers at the bakery counter.

SKILLS

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|---------------------|-------------------|-------------------------|
| • Deck Ovens | • Cake Decorating | • Customer Service |
| • Proofer | • Display Case | • Organizational Skills |
| • Product Packaging | • Food Safety | |
| • Scale Labels | • Basic Math | |

EXPERIENCE

Bakery Clerk 05/2025 - Present
Cuyahoga Family Market Cleveland, OH

Supermarket with an in-store bakery producing breads, cookies, donuts and decorated cakes for about 2,000 shoppers a day.

- Produce **1,500+** items a day from the daily bake list on deck ovens and a proofer before 7 a.m.
- Complete product packaging and scale labels for 40+ items a shift with correct prices and sell-by dates.
- Create 10-15 custom cake orders a week, using cake decorating skills for borders, writing and themed toppers.
- Monitor display case freshness and food safety dates twice a shift, cutting bakery shrink 8% in 6 months.

Barista (Part-Time) 06/2023 - 04/2025
Tremont Coffee House Cleveland, OH

Neighborhood coffee shop baking its own muffins, scones and cookies each morning for about 250 daily guests.

- Baked about 6 dozen muffins and scones each morning from scratch recipes before the 7 a.m. opening.
- Prepared 150+ espresso drinks a shift while keeping counter wait times under 4 minutes.
- Handled cash and card sales using basic math, balancing the drawer within \$2 at every close.
- Organized the stockroom and weekly milk and pastry orders, cutting waste by about 10%.

EDUCATION

High School Diploma
Lincoln-West High School
Cleveland, OH
06/2023

CERTIFICATES

ServSafe Food Handler 06/2023
National Restaurant Association

Cake Decorating Fundamentals Certificate 03/2025
Cuyahoga Community College