

Kendra A. Kleidon



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OBJECTIVE:

To become involved in a career path that will challenge my professional, personal and intellectual skills, while expanding my knowledge, resources and provide me with continues growth. To work for a company that would enjoy having my skills available to them, while at the same time providing me with persistent learning opportunities.

SKILL SUMMARY:

- Flexible, adaptable and able to manage multiple projects and priorities
- Leadership, management, & ability to take charge.
- Ability to solve problems with my creativity, reasoning, and past experiences
- Teamwork; proven experience working and building trusting relationships with coworkers and customers
- Microsoft Office: Word, Excel, Power Point
- Lightspeed Point of Sale retail system
- Organizing & planning extended white water rafting trips (minimal oaring experience)
- Planning and organizing backcountry/ backpacking trips
- Technical free hand mountain climbing
- 25 years of snowboarding & skiing experience

EDUCATION:

Metropolitan State University of Denver, Denver, CO

- Bachelor of Science: Extended Integrative Health Care, GPA: 3.99, Summa Cum Laude, December 2016

Culinary Institute of America, Hyde Park, NY

- Associates Degree: Culinary Arts, April 2008

VOLUNTEER EXPERIENCE:

Vice President of the Integrative Health Care Club; November 2014 – February 2016

- Coordinate student and club involvement. Organization of fundraising opportunities and events. Promotion of sales, student involvement and events. Make announcements and post fliers for different student opportunities.
- Designed a line of herbal body care products and teas to use as a fundraising opportunity for club members.

Intern, Apothecary Tinctura; June 2014 – May 2015

- Began my study of herbal medicine and aromatherapy before my hire as a staff herbalist.

Intern, MoonDance Botanicals; August 2014 – January 2015

- Made herbal medicine and herbal body care products for sale in the store. Built a relationship with customers.

EMPLOYMENT EXPERIENCE:

Fresh Aire Enterprise: Horticulture & Landscape, Denver CO; April 2015 – Present

- Build and maintain beautiful outdoor spaces in residential settings. Planting and caring for pre-existing gardens.
- Spring, summer, fall and general garden clean up. Planting & flower arrangements of annuals in garden beds and pots. Pruning, trimming and topiary of perennials, shrubs and tress. Fertilization, weed control, lawn mowing & mulching.



Apothecary Tinctura: Staff Herbalist & Retail Associate, Denver CO; May 2015 – November 2016

- Custom formulate tinctures and medicinal tea blends for clients and customers. Making aromatherapy perfumes, spritzers, sprays & other herbal body-care products. Fill lab orders requesting bulk tinctures, bulk herbs & tea blends.
- Assist & teach classes focused on making herbal medicine and informing the general public of the benefits of herbs.
- Welcoming and engaging with customers. Building customer confidence by offering suggestions and options.
- Processing payments and totaling purchases; opening & closing the register; managing change orders; entering products received into the PO system; manage client paperwork & schedule appointments; keep the store front clean.

Full Time Student at Metropolitan State University; January 2013 – December 2016

Tables on Kearney Restaurant: Line Cook, Denver CO; April 2011 – May 2013

- Managed and organized the grill, sauté and pantry stations. Responsible for prep and organization of anything needed in the kitchen. Baked fresh cakes & desserts needed for the dessert menu. Assisted the owners in organization and execution of on site and off site caterings.

Lannies Clocktower Cabaret: Chef, Denver CO; February 2010 – April 2011

- Responsible for custom food preparation, food ordering & updated record keeping, food inventory, food storage and kitchen cleanliness.

Sushitarian: Sushi Chef, Durango CO; August 2008 – January 2010

- Experience rolling sushi, cutting sashimi, fabricating fish and cooking authentic Japanese recipes from a Japanese Chef. Responsible for food preparation, food ordering and food storage. Responsible for co-worker management, scheduling and detailed record keeping.

Grandview Elegant Events: Head Server, Poughkeepsie NY; August 2007 – August 2008

- Organized, supervised and served as captain for corporate, private parties, and weddings of 200 or more and managed a staff of servers, hosts and customer service agents.

Full Time Student at the Culinary Institute of America; April 2006 – April 2008

Ken & Sue's Restaurant: Panty Line Cook, Durango CO; July 2005 – April 2006

- Managed and organized the panty station; experience creating and plating cold salads and appetizers.

Absolute Bakery & Café: Baker & Line cook, Mancos CO; June 2003 – July 2005

- Started as a dishwasher and quickly moved up to a prep cook. Experience with baking breads, pastries and cakes. Time spent cooking on the line during breakfast and lunch shift. Front of the house experience; customer service, taking orders, running food, working the cash register and barista experience.

REFERENCES AVAILABLE UPON REQUEST