

Catreena Ritchey

<http://catreena.com>
ritcheycatreena@gmail.com
(480) 284-0681

PROFICIENCIES

- HACCP compliant
- Inventory management
- Microsoft Office
- OSHA certified
- QSI
- Samange
- ServSafe Manager certified

EXPERIENCE

Help Desk Specialist

February 2017 – Present

Pacific Dental Services | Phoenix, Arizona

Operated the communication system between the dental offices and all of our departments. This ensured that any concerns are routed to the proper correspondents. I was able to double my quota every day, exceling at any task to provide the best support possible.

Eligibility Specialist

April 2016 – January 2017

Pacific Dental Services | Phoenix, Arizona

Worked with a team in the Eligibility Department to verify insurance policies for patients who are clients at our dental offices. We received policy forms to use as verification with the insurance providers.

Senior Supervisor II

April 2015 – November 2015

Sodexo Inc. | Phoenix, Arizona

Created two kitchen startups in this position. One of these was my personal concept while the other was in the early stages that I took over. For both kitchens, I was able to open the first kitchen within four months. And the second kitchen two months later.

Senior Supervisor I

January 2013 – March 2015

Sodexo Inc. | Phoenix, Arizona

Created the menus, managed the inventory, created the weekly staff schedule, kept a HACCP log, and conducted interviews while still accomplishing my chef responsibilities.

Chef

January 2011 – December 2012

Sodexo Inc. | Tempe, Arizona

Oversaw a kitchen of over thirty staff members. I ensured a safe work environment by being certified by OSHA. With my ServSafe Manager certification, I was able to ensure all the food was prepared correctly and with high quality.

EDUCATION

Bachelor of Arts Degree in Food and Beverage Hospitality Management

Art Institute of Phoenix | Phoenix, Arizona

Associate of Arts Degree in Baking and Pastry

Art Institute of Phoenix | Tempe, Arizona

Associate of Arts Degree in Culinary Arts

Art Institute of Phoenix | Tempe, Arizona

REFERENCES

Laura Salvaggio

General Manager, Sodexo Inc

(586) 764-8523

Devin Perez

MSI Eligibility Supervisor, Pacific Dental Services

(480) 390-4420

Melissa Berdine

General Manger, Pacific Dental Services

(480) 239-1914