

# Diane M. Olszewski

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*Highly reliable manager,  
with proven ability to  
develop and maintain  
relationships amongst  
building owners,  
residents, customers,  
trustees and vendors.*

*Reliable flair to manage  
several tasks, complete  
assignments on time and  
within budget. Driven  
to perform beyond  
expectations on any  
given project.*

## EDUCATION

**Professional Cooking**  
Cambridge School of  
Culinary Arts: 1996 - 1997

**Professional Chef**  
North Shore Community  
College: 1978 - 1979

**Business Courses**  
Lynn Vocation and  
Technical Institution: 1978

## EMPLOYMENT / SKILL SETS

Philbrick's Fresh Market - Portsmouth, NH

**Manager/Demo Coordinator Prepared Foods:** 2008- present

- Effectively respond to customer issues and complaints to retain sales
- Provide product knowledge and outstanding service to all customers
- Responsible for distributing & collecting money to cashiers
- Oversee all departments for proper staffing
- Daily preparation of various food items
- Interaction with vendors for demos of existing and new items
- Responsible for nightly security of money, equipment and building

United States Post Office, New Castle, NH

**Mail Clerk:** November 2007 - January 2009

Responsible for day to day operations, window service, selling postage, specialty services, priority mail, registered mail, receiving and sorting mail, daily balancing of receipts and providing excellent customer service.

**Culinary Expertise:** 1997 - 2007

*A variety of restaurants in Massachusetts, New Hampshire and Maine.*

Responsibilities increased from restaurant to restaurant. In a culinary profession it is necessary to move from job to job to increase your knowledge and skills from other talented chefs.

Merchants Reporting Service, Danvers, MA

**Account Assistant:** June 1997 - September 1999

Provided real estate title searches for financial institutions.

The Essex Condominiums, Salem, MA

**Property Manager:** July 1992 - December 1995

On-site manager for 117 unit building. Daily interaction with unit owners, investors, and Trustees. Supervised and staffed on-site personnel and outside contractors. Prepared annual operating budget, negotiated all maintenance contracts. Collection of rents, fees, and assisted with legal action. Preparation of communications to management company, investors, Board of Trustees, and unit owners. Assisted in the building conversion from an upscale rental community to owner occupied condominium units.

Minuteman Lead Inspection and Removal, Lynn, MA  
February 1989 - October 1991

Atlantic Coast Developers, Lynn, MA  
May 1987 - October 1991

Chicago Title Insurance Company, Boston, MA  
July 1986 - March 1987

Lynn Department of Community Development, City Hall, Lynn, MA  
September 1977 - June 1986

Additional details and references upon request.