

***Deborah Ulrich***  
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### **Relevant Skills**

- Microsoft Office and QuickBooks applications
- Proven leadership and customer service
- Strong interpersonal communication and prioritization
- Budgeting and purchasing
- Security and confidentiality compliance

### **Professional Experience**

#### **Co-owner and Executive Head Chef**

On a Whim Studios, LLC

#### **Owner Executive Head Chef**

Bake Me Happy, LLC

January 2011- March 2020

- Managed monthly and annual budgets, cash flow and overall accounting
- Facilitated staff hiring, onboarding, training, supervision and scheduling
- Prioritized completion of all administrative duties
- Coordinated all aspects for large and small events independently and outside teams
- Responsible for merchandise selection, purchasing and inventory control
- Ensured regulatory compliance with city, county, state and federal agencies
- Created and enforced safety protocols for the workplace and off-site events
- Established marketing materials, managed website and social media updates
- Developed outstanding customer service within our industry and community

#### **Math Teacher**

Horizon Christian School

September 1998 to June 2009

- Taught sixth, seventh and eighth grade Pre-Algebra, Algebra and Geometry
- Collaborated with staff to develop programming to drive involvement of diverse students
- Created and selected curriculums and projects to educate across all skill levels
- Identified student needs and established pathways to achieve academic success
- Facilitated sensitive, complex confidential issues with students, families and staff
- Completed all required administrative requirements for position

#### **Middle School Athletic Director**

Horizon Christian School

September 1999 to June 2009

- Created and developed this position to grow and manage all middle school sports programs
- Coordinated budgets, purchasing, inventory of all equipment, participation fees, and uniforms
- Initial point for assisting in conflict management between players, parents and coaching staff
- Hired coaches, ran tryouts and created soccer, basketball, and track programs
- Handled grade compliance and league qualifications

- Managed all scheduling of referees, practices, games, team fund raising and award events
- Updating communication of schedules, policies and changes for parents on school website

### **Education**

Diploma in Patisserie and Baking

Le Cordon Bleu, 2013

Middle School Instruction Certification

National Christian Instruction Program, 2001

Bachelor of Science in Computer Science and Information Systems

National University of San Diego California, 1983

### **Community**

- Member of Lake Oswego Chamber of Commerce served on committees for Wine Walk, Awards Dinner and Small Business Development events
- Completed the yearly training program with Leadership Lake Oswego
- Event coordinator and member of Business Networking International
- Member of Entrepreneurial Woman Networking and Woman in Business
- Board member of the Metro Middle School League monitoring student compliance
- Stage coordinator for Special Olympics event Iron Chef Competition
- Chaired many fund-raising events for various organizations