

# **Mary Medeiros**

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Cell 916-342-9638

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## **Work Experience:**

10/2012– Currently

San Juan Unified School District  
3728 Walnut Ave. Carmichael, CA

**Food Service Worker**

**Terri Guy** 916-971-7026  
916-971-7242

- Customer Service
- Serving Students
- Cook the food
- Maintained Food Supply
- Cleaning up
- Paper work
- POS system (Cashier)

04/2012– Currently

Crisp Catering  
1500 11th Street, CA 95817

**Server**

**Fabiola Reeves** 916-335-4930

- Customer Service
- Serving guest and keep them happy
- Order filled on request
- Maintained Food Supply
- Cleaning up
- Set up and closed down events
- I work through changes as they happen and work as a team player
- Maintain a professional appearance
- Set-up tables, linens, chairs, glasses, silverware etc. for full service banquet events
- I'm organize when need
- Maintain positive and professional attitude
- Complete other duties as assigned
- communication between fellow staff and management (team work is good)
- Have a Servsafe Certification

## **RELOCATED TO ROSEVILLE – JULY 2011**

10/2011– 12/2011

Waste Management Healthcare Solutions  
7777 Sunrise Blvd #2300, Citrus Heights, CA 95610

**Administrative Assistant**

**Shannon Creek** 916-723-9615

- Administrative Filing
- Customer Service, answer phones
- Billing, Filling
- Regular Office Work
- Maintained Supply inventory
- Set up Mail and Supply shipments
- Special projects as assigned
- Answered inbound calls (5) Three lines