

Mary Medeiros

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Cell 916-342-9638

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, Filing
- Regular Office Work
- Maintained Supply inventory
- Set up Mail and Supply shipments
- Special projects as assigned
- Answered inbound calls (5) Three lines