

# MICHELLE FAURE

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## OBJECTIVE

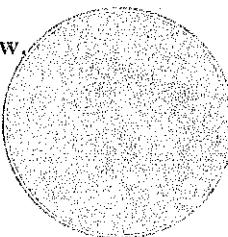
I am seeking a server position with your agency. Although, I am open to working any other job that your agency is in need of as I am very flexible and willing to do most anything. I truly enjoy serving others and especially food and look forward to getting the opportunity work in this area of job skill. Currently I am able to take weekend positions, but in the summer I will have any day of the week available.

## EXPERIENCE

- Elementary School Secretary, Elk Grove Unified School District  
Ellen Feickert Elementary – 16 Years (Present Position)  
Responsibilities: Keep the school's budget, write checks, coordinate office duties, keep the principal and the school's calendar which includes school activity coordination, student textbook ordering, answer phones, customer service for students, staff, and parents.  
Use of microsoft and excel and outlook email for various school documents, including data processing system.
- School Clerk, Elk Grove Unified School District  
Ellen Feickert Elementary – 10 Years  
Repsonsibilities: Keep student records in files and computer data processing, keep class records and register and disenroll students, customer services for students, staff and parents, use of micorosft for school documents, checking students in and out.
- Hostess, Dennys – 2 Years  
Responsibilities: Seat customers in different sections of the restaurant to evenly distribute for waiters, take customer orders for drinks and serve drinks
- Food Preparation/Cashier/Clean – Arbys – 2 Years  
Responsibilities: Clean and slice vegetables for the days food, clean out salad bar buffet table, clean dishes and cashier.
- Food Preparation – Taco Bell – 2 Years  
Responsibilities: Make food for orders using the appropriate food amounts required.
- Volunteer Food Preparation/Coordinator – Elk Grove High School Band – 1 Year  
Responsibilities: Coordinate the purchase of food and prepare for 100 band members and parents for breakfast, lunch and dinner at various competitions.
- Volunteer Snack Bar Food Preparation/Cashier – Elk Grove High School Track and Cross Country – 3 Years  
Resposblities: Prepare food as ordered and cashier at window.

## EDUCATION

- Elk Grove High School Graduate
- Cosumnes River College – 30 units



## REFERENCES

Patrick Dolinar, Principal, Ellen Feickert Elementary – 916-686-7716  
Sherry Johnson, School Office Assistant, Ellen Feickert Elementary – 916-686-7716  
Patricia Zannetti, Teacher, Ellen Feickert Elementary – 916-686-7716  
Vanessa Sandoval, Friend – 916-288-7252