

Sarah Drake

5000 El Camino Ave Apt# 23
Carmichael CA
916-807-3887

Objective: I am looking to work with a company that provides opportunities to grow in my career as I excel in my work performance. I want to build my work ethic skills through learning and dedication to the position I apply for.

Experience:

I.H.S.S Care Provider Cooking, meal prep, cleaning, laundry, bathe, change and give medication to recipients, schedule appointments, budgeting, run errands	Sacramento CA 4/1/2016 to present
Subway Food Server Clean, sanitize work/dining area and equipment, prepare/measure /store food according to procedures, record food/ food storage temperatures, provide excellent customer service for consumer satisfaction	Sacramento CA 7/6/2014 to 11/1/2014
Night And Day Production Hostess/Waitress Seasonal Position, Customer relations and event arrangement, cocktail and cuisine server, Event closing and hygienic verification	Sacramento CA 5/15/2013 to 10/1/2013
Denny's Hostess Customer service and seating arrangement, Cashier, Prepare takeout orders, sanitize work station/lobby/dining area	Sacramento CA 5/5/2012 to 9/12/2012
Golden Valley Financial Secretary Internship position, faxing, copying, typing, appointment setting, maintain schedule and event calendar, procurement of mortgage listings, office/file organizing, advertisement	Sacramento CA 10/2/2010 to 8/1/2011
Department Of Human Assistance Office Assistant Welfare to Work position, create packets of forms for various Calworks/ General assistance programs, Shredding, Copying, Faxing, Organize files, and separate forms	Sacramento CA 4/1/2006 to 9/1/2006

Carl's Jr	Sacramento CA
Food server	5/1/2007 to 9/1/2007
Clean and sanitize work/dining area and equipment, food prep, cashiering, multi-tasking drive through and dining area, provide excellent customer service for consumer satisfaction	
American Home Craft	Rancho Cordova CA
Telemarketer	10/1/2005 to 1/1/2006
Make call inquiries to potential clients in order to sale dual pane windows and life time warranty paint jobs, Appointment setting, communications	
Department Of Social Services	Sacramento CA
Office Assistant	6/5/2000 to 9/1/2000
Youth Program Position, Organize county slips alphabetically, sort files by county, office organization, faxing, copying and run errands for supervisor	
Education:	Charles A. Jones Skills Center
	G.E.D
	Sacramento CA
	2010
References:	Excellent professional references available upon request.