

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 Sacramento CA
4/1/2016 to present
Cooking, meal prep, cleaning, laundry, bathe, change and give medication to recipients, schedule appointments, budgeting, run errands

Subway Sacramento CA
Food Server 7/6/2014 to 11/1/2014
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

Night And Day Production Sacramento CA
Hostess/Waitress 5/15/2013 to 10/1/2013
Seasonal Position, Customer relations and event arrangement, cocktail and cuisine server, Event closing and hygienic verification

Denny's Sacramento CA
Hostess 5/5/2012 to 9/12/2012
Customer service and seating arrangement, Cashier, Prepare takeout orders, sanitize work station/lobby/dining area

Golden Valley Financial Sacramento CA
Secretary 10/2/2010 to 8/1/2011
Internship position, faxing, copying, typing, appointment setting, maintain schedule and event calendar, procurement of mortgage listings, office/file organizing, advertisement

Department Of Human Assistance Sacramento CA
Office Assistant 4/1/2006 to 9/1/2006
Welfare to Work position, create packets of forms for various Calworks/ General assistance programs, Shredding, Copying, Faxing, Organize files, and separate forms

Carl's Jr

Food server

Sacramento CA

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

Telemarketer

Rancho Cordova CA

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

Office Assistant

Sacramento CA

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.