

Wed. 2/11 @ 2pm

ENTERED

# Sarah Andrew

Rochester, MN  
saraha259@gmail.com - 507-358-7550

## WORK EXPERIENCE

### Housekeeping

Amy's Cleaning Service - Rochester, MN - June 2014 to Present

#### Responsibilities

- Clean houses with a variety of chemicals, disinfectants, and machines.
- Vacuum hardwood floors and carpet.
- Clean toilets with toilet brush and chemicals.
- Place fresh linens on bed.
- Scrub stains, mold, and mildew from surfaces.
- Empty wastebaskets and take out trash.
- Wash dishes and put dishes away in cupboards.
- Clean up after pets.
- Dust tables, wood surfaces, and shelves.
- Clean and dust window treatments.
- Wipe down appliances.
- Mop, polish, and wax floors.
- Wash baseboards and walls.

### General Laborer

H & H Construction - Rochester, MN - June 2013 to Present

#### Responsibilities

- Prep area to be painted
- Painted interior and exterior homes
- Painted interior commercial buildings
- Sanded and stained exterior decks
- Responsible for inventory of shop

### Server

Emma Krumbie's - Belle Plaine, MN - August 2012 to April 2013

#### Responsibilities

- Greeted customers as they arrive
- Provided menus and take orders
- Communicated with kitchen staff to ensure order accuracy
- Served food and beverages
- Cleaned, bussed, and set up tables
- Cleaned and stocked serving station

### Front Desk Agent/Night Auditor

Laquinta Inn and Suites - Bloomington, MN - June 2011 to July 2012

#### Responsibilities

- Greeted and registered guests while issuing room key
- Processed guest payments for room charges and phone charges

Answered five line switchboard, answering questions, booking reservations or transferring calls  
Recorded room availability and guest accounts manually, or using computer system  
Performed daily audits of room availability, general ledger, credit authorizations and cash deposits

### **Cook**

Johan's Bar and Grill - Belle Plaine, MN - March 2010 to November 2010

#### Responsibilities

Cooked orders on short order grill, char-broil grill, deep fryer, and conventional oven; working on different orders simultaneously

Prepared other food items such as sandwiches, soups, and salads.

Planned and prepared food for parties, special functions and private social events

Stocked supplies and prep for next shift

Cleaned kitchen and work areas including deep fryers, short order grill, and oven

### **Store Manager**

Subway - Jordan, MN - January 2009 to January 2010

#### Responsibilities

Scheduled, trained and directed a staff of 10 employees.

Optimized profits by controlling food, beverage and labor

Counted inventory and placed food order weekly

Ensured proper cleanliness was maintained in all areas of store

Complied with state and county health regulations

### **EDUCATION**

#### **Office Support Certificate**

Hennepin Technical College - Eden Prairie, MN

2005