

Sarah Anderegg

Customer Service

4205 W. 22nd St. - Greeley, CO 80634
sarah_anderegg@yahoo.com - 314-703-4157

Seeking local employment that will utilize my education and experience.

WORK EXPERIENCE

Bartender/Assistant Manager

Good Time Towne Tavern - Greeley, CO - November 2011 to April 2013

All shifts: Opened/set up and closed. Interviewed prospective employees. Prepared schedules for employees. Created, organized and managed calendar events. Completed liquor orders. Prepared/served cocktails, beverages, and food.

Customer Service Representative/Call Center

Teletch Inc. - Greeley, CO - June 2012 to February 2013

Deposit servicing through internet banking. Assist members with ordering personal /official checks, debit card maintenance. Answer questions about special offers available ,locations and deposit operations. Reset online passwords and notifications. Fax documents to appropriate departments and individuals. Handle funds transfers, disputes and refunds regarding checking/savings accounts .

Cocktail server

Caleco's Bar & Grill - St. Louis, MO - September 2006 to October 2011

All shifts: Opened/set up and closed Sections/ Restaurant. Greeted tables, placed orders as well as delivered food/drink orders to tables. Expedited food .Section supervisor

Bartender/Server

Alwaha Restaurant & Hookah Lounge - St. Louis, MO - October 2010 to April 2011

Bartender: Prepared/ Served Cocktails, Inventoried/Ordered liquor. Assisted with entertainment/events planning, decorating interior, and advertising. Served as Hostess; Prepared appetizers, food, and Carry-out orders; in addition to above mentioned Cocktail server duties.

Sales Associate/Overnights

Wal-Mart - St. Louis, MO - September 2004 to September 2006

Assisted customers with purchases. Inventoried and stocked merchandise. Set up displays, answered and redirected calls. Cashier, return desk representative, fitting room assistant

EDUCATION

Ceramics

St. Louis Community College - Greeley, CO
June 2012 to February 2013

SKILLS

Several years in the customer service industry assisting divers groups of people.