

ENTERED
8/27/14

1:30p

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Sheena Grier

1901 26th Ave NW, Apt. #13
Rochester, MN 55901
507-206-3220 or 386-601-2930

Objective

To obtain a position with an outstanding organization that allows me to utilize my impeccable work ethic and customer service skills.

Experience

Pathway House Women Program

November 2013 – present

Rochester, MN
Tech/Staff

- Assign house duties to clients
- Copied documents and proofread for accuracy
- Distributed medications to clients at appropriate times
- Inspect sleeping rooms hourly
- Received and transferred incoming calls on multi line phone system
- Performed UA's and PBT test on clients regularly

Burger King Restaurant

June 2013-November 2013

Rochester, MN
Cashier/Cook

- Welcomed customers, took food orders and offered information regarding menu
- Operated cash register and received cash from patrons
- Exactly counted and provided change to customers as necessary
- Cleaned and disinfected work station, utensils, and customer service
- Helped with various kitchen related functions as required
- Ensured appropriate food handling procedures were followed including storing, labeling, dating, and checking temperatures

Toys R' Us

December 2008-January 2009

Milwaukee, WI
Cashier/Store Clerk

- Checked out customers purchases
- Handled cash and check transactions
- Assisted customers in locating toy of choice
- Used suggestive selling to sell certain items
- Answered telephones
- Help alert customers of any promotions we may be having

Education

Gage Park High School

September 2002 – June 2006 Diploma

Reference Available Upon Request