

## Sara Belina

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### Experience:

#### McDonald's Grill Cook

Cottage Grove, MN  
12/2002 to 9/2003

- Prepared and cooked foods requiring short preparation time, according to instructions
- Cleaned work area and food preparation equipment.
- Maintained a clean, welcoming environment.
- Responsible for cleaning and sanitizing dishes and adhering to safety and sanitation procedures.

#### The Point Busser

Hastings, MN  
3/2001 to 7/2002

- Maintained kitchen work areas and restaurant equipment and utensils in clean and orderly condition.
- Removed soiled dishware, cutlery and glassware from tables
- Responsible for washing and sanitizing dishes
- Assembled buffet area, including re-filling of menu options
- Maintained highest standards of safety procedures

#### Norwest Mortgage (through ProStaff) File Person

Bloomington, MN  
2/1998 to 7/1998

- Sorted mail and routed to appropriate department
- Read incoming material and sorted it according to file system.
- Located and removed files upon request.
- Filed records in alphabetical and numerical order, and according to subject matter.

#### Walgreens Cashier

Bloomington, MN  
11/1996 to 2/1998

- Read and recorded totals shown on cash register tape and verified against cash on hand.
- Operated cash register to itemize and total customers' purchases in stores.
- Reviewed price sheets to note price changes and sale items.
- Stocked shelves and marked prices on items.