

RESUME

Sarah Nielsen

nsarah313@gmail.com

[720-767-5239](tel:720-767-5239)

19449 East 61st Dr.

Aurora, Co. 80019

Experience

Manufacturer

Food Co-op

Broomfield, Co.

[303-330-0295](tel:303-330-0295)

Jan. 2016 thru June 2016

Prepared, cooked and packed organic food to various health food stores around the state. Packed, labeled and shipped out product in an as need basis. Prepared pallets for shipping out product and loaded and unloaded trucks.

Administrative Assistant

Kindred Healthcare

Aurora, Co.

Aurora, Co.

[303-363-3364](tel:303-363-3364)

Feb. 2013 thru Feb. 2016

Greeted visitors, guests and residents. Answered multi-line telephones, made appointments for residents, scheduled meetings, assisted administrator as needed, did light accounting work for residents with their personal bank accounts in house. Attended meetings for administrator and management and took notes on their behalf. Clerical and computer work on a daily basis.

Dietary Aide/Cook/Kitchen Manager

Sandalwood Manor

Wheatridge, Co.

[303-422-1533](tel:303-422-1533)

July 1992 thru March 2012

First was a dietary aide which my job duties included, set tables for meals to be served, served beverages and meals to residents. Assisted them if needed. Cleaned entire dining room and set it up for the next meal.

Cook- Prepared, cooked and served food to residents, followed recipes, adjusted diet restrictions for certain residents, cleaned entire kitchen and help

certain residents , cleaned entire kitchen and help assist dietary aides as needed.

Kitchen Manager- Managed kitchen staff when my DM was not in building, assisted DM with food orders, inventory, training staff, maintained a clean and sanitary environment for residents. Trained staff to cook healthy, appealing and great tasting food for residents.

Education

1992 thru 1996
Jefferson High School
Diploma Recieved

Skills

Microsoft Word, Excel, 10 key by touch, training skills , customer service skills, leadership skills, computer skills

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