

Sabrena James

Dedicated, Reliable, Hardworking Individual

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Authorized to work in the US for any employer

Work Experience

Caterer

Leonas Catering - Bellwood, IL

February 2019 to October 2022

My duties included handling special requests from guests and clients. Setting up and maintaining food stations or buffets, Setting up serving stations, and cooking.

Event Specialist

Crossmark Retail Services - Dubuque, IA

November 2017 to August 2018

Prepare meals for Sams Club customer's. Also do retail merchandise for there products which requires me to read the planogram to set products in that order.

Cashier/Customer Service

Younkers - Dubuque, IA

November 2017 to May 2018

Assist customer's at the time of checking out on the register, fold clothes, scan products, remake price tags, inventory,

Housekeeping

Country Inns & Suites - Bensenville, IL

May 2017 to October 2017

My duties included cleaning rooms check-in and check-outs, vacuuming, dusting, cleaning bathrooms, and customer service.

Retail Merchandiser

Sas Retail Services - Waukegan, IL

September 2015 to October 2016

My Responsibilities were to organize the merchandise the way the planogram was set.

Retail Merchandiser

Footprint Retail Services - Chicago, IL

September 2015 to June 2016

My duties included reading planograms, resetting the merchandise in the order of the planograms, labeling, organized the products and removed discontinued and out of date merchandise.

Environmental Services Aide

Vista Hospital - Waukegan, IL
January 2015 to February 2016

Responsibilities

Maintain environmental and infection control standards within the hospital policies and procedures. I also perform a variety of general cleaning tasks.

Skills Used

I perform general cleaning tasks to maintain patients rooms, offices, hallways, mop, sweep, dust all areas of the hospital facility.

Housekeeping

Manpower - Shorewood, IL
May 2015 to August 2015

Responsibilities

My Responsibilities were to keep the work place very organized and clean.

Skills Used

vacuuming, sweeping, dusting, mopping, making beds, cleaned bathrooms, took garbage out, cleaned classrooms, painting the pool areas, and great customer service

Food Service Worker

Goodwill - Great Lakes, IL
March 2013 to March 2015

- Served meals to customers in a friendly, polite, and professional matter
- Offered assistance to customers when needed
- Prepared food and make sure our area was always kept clean.

Retail Merchandiser

QPS Employment Group - Hillside, IL
September 2008 to May 2010

My duties included reading Plano-grams and setting the products in the order of how the plano-gram shows. Also remodeling a variety of stores, setting shelves, labeling, inventory, and stock.

Industrial Cleaning

Phoenix Industrial Cleaning - Bellwood, IL
September 2006 to April 2008

Stocked and stored cleaning supplies in a safe storage area. Cleaned a variety of different companies such as hospitals, homes, hotels, nursing homes, and restaurants. Ensured that all cleaning duties were done in a timely manner.

Education

High school or equivalent

Skills

- cashier (3 years)
- prep food (5 years)
- Food Service (5 years)
- Housekeeping (4 years)
- Retail (4 years)
- Customer Service
- Cleaning
- Filing
- Cash Register
- Hospitality
- retail sales

Certifications and Licenses

Driver's License

Additional Information

- High learning ability
- Very organized
- Team player
- Computer skills
- Customer service skills
- Housekeeping skills
- Self motivated