

# Rachel Lemke

Waukesha, WI 53186

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## Work Experience

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### **LEC Assistant**

CARE-AGE OF BROOKFIELD - Brookfield, WI

May 2019 to Present

Life enrichment assistant

### **Supervised Visitation Worker**

PROFESSIONAL SERVICES GROUP - Wauwatosa, WI

March 2019 to Present

### **Manager/Sales Representative**

Anytime Fitness - Menomonee Falls, WI

September 2018 to Present

Very customer service based and working with people. Managing the gym, Interactions with gym members, Handling billing information, club security, prospective member outreach, tours, signing members up, handling social media accounts, and helping with promotions. Various cleaning duties

### **Catering Associate**

Panera Bread - Brookfield, WI

January 2016 to Present

- Followed all safety and sanitation policies when handling food and beverage to uphold proper health standards, displayed enthusiasm and knowledge about the restaurant's menu and products. Along with fellow associates prepared food, prepped various foods, set up and organize orders for the next day.
- More customer service based duties included administrative duties including answering the phone and taking orders from customers and implementing them into the system.

### **Assistant Advocate**

Panera Bread - Milwaukee, WI

August 2017 to May 2018

Internship I did through UW-Milwaukee.

- Responsible for supervising the youth, making dinner or lunch, working on homework with the youth, engaging in various activities with the youth, helping the youth with chores, and accompanying youth outside the house during free time.
- Responsible for conducting intakes of new residents and documenting them professionally, taking possible intakes over the phone and documenting them professionally, answering other various phone calls, and other administrative work relating to the shelter.

### **Dietary Aide and Cook**

Care-Age of Brookfield - Brookfield, WI  
October 2013 to December 2017

This job was primarily customer service based and worked directly with the elderly.

- Prepared food items, inspected and cleaned food preparation areas to ensure safe and sanitary food-handling practices, shopped for and ordered food and kitchen supplies and equipment, spoke with patrons to ensure satisfaction with food and service, ensured food was stored and cooked at correct temperature, prepared daily food items, and cooked simple foods and beverages
- Responsible for administrative work as well which included conducting interviews with residents about dietary needs, inputting dietary information in the system, printing and organizing diet cards for the residents.

### **Intern/Volunteer**

Care-Age of Brookfield - Milwaukee, WI  
September 2016 to March 2017

- Assisted job seekers in various tasks including resume building, applying and seeking job positions, printing or faxing information, and exploring other career tools.
- Responsible for various administrative duties including finding new job postings online, organizing resource binders, and making follow up phone calls with past clients at the center.

## Education

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### **Bachelor's degree in Social Work in Social Work**

UW - Milwaukee, WI  
September 2016 to May 2018

### **Associates degree**

UW - Waukesha, WI  
September 2014 to August 2016

### **High School Diploma**

Catholic Memorial High School  
August 2011 to May 2014

## Certifications and Licenses

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### **CNA**