‍‍Sara Blevons

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Professional Summary

To offer excellent customer service, using clear written and oral communication and flexibility. Well-developed work ethic that will contribute to the growth of your company. Looking to invest long term with a challenging company, where there is potential for advancement.

Skills & Abilities

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| * Microsoft Word Outlook | * Housekeeping |
| * Costumer Service | * Data Entry: 45 wpm |
| * Confidential Filing | * Medication Administration |

**Work Experience**

Sheboygan School District | Nutrition Substitute | September 2016 to November 2018

* Set up breakfast and lunch including filled milk cooler and prepared salad bar
* Provided guidance to children regarding healthy nutritional choices
* Maintain clean and sanitized environment for children’s safety
* Tracked meal and milk distribution

Sheboygan Retirement Home | CNA/Residential Aide | July 2015 to November 2016

* Measured and recorded food/liquid intake and urinary/fecal output, reported changes to medical staff
* Provided physical support to assist with daily living activities, such as getting out of bed, dressing and hygiene
* Answered patient call signals to address patients' needs.
* Reviewed patients' files for dietary restrictions, food allergies, and medications to assure patience safety

Volunteer Work

Habitat for Humanity Lakeside Restore | Volunteer | March 2016 to July 2017

* Referred products to customers based on needs and interests
* Provided excellent customer service to ascertain customers’ wants or needs
* Informed customers on proper use, operation and care of merchandise
* Processed cash, credit payments, reconciled sales prices, total purchases and cash drawer

Forward Services Corporation | Volunteer | March 2016 to June 2017

* Communicated with customers and employees to answer questions and disseminate or explain information.
* Greeted customers entering establishment, determined nature and purpose of visit, and directed as appropriate
* Filed confidential information, maintained documents such as attendance records and correspondence
* Maintain a clean and professional office environment

Education and Certifications

* Office Professional Certification| November 2018 | Forward Service Corporation
* Hospitality Certification | June 2016 | Forward Service Corporation
* CNA CBRF | 2000-2007 | Lakeshore Technical College
* Certified Nursing Assistant Certification: June 2000
* CBRF: 2006-2007
* First Aid and Choking: October 2015
* Medication and Administration Management: October 2015
* High School Diploma | 2000 | North High School