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|  | Sarah Dewey  Career Coach | | |  |
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| Education Whites High School  GED  2019  **Key Skills**  Time Management  Performs Under Pressure  Communication  Dependability  Versatility  Customer Service  CPR Certified | | Experience 2023—Present  Career Coach • The Arc of Wabash County • Wabash, Indiana  Working with participants in numerous departments such as Pre-ETS, Industrial Services, and Community Employment. Providing on-site supports during internship opportunities in the community. Assisting participants with the acquisition of both hard and soft skills needed for future employment. Provides supervision during community outings and events. Completes all required documentation per each department’s requirements. Reports to the Director of Employment Services.    2022—2023  Waitress/Kitchen Staff • Bob Evans • Wabash, Indiana  Provided quality customer service to patrons. Maintained cleanliness of dining area and kitchen. Met all sanitation requirements in compliance with company and state standards. Took food orders from customers and delivered to kitchen. Operated cash register as needed. Ensured satisfaction of customers.    2021—2022  Housekeeper • Holiday Inn • Wabash, Indiana  Maintained cleanliness of lobby, dining area, and customer rooms. Washed and maintained sanitation of linens and towels in compliance with company and state standards. Provided quality customer service. Vacuumed customer rooms, made beds, dusted furniture, and maintained cleanliness of bathrooms. Restocked toiletries and linens in rooms. Assisted with other tasks as needed. | | |