Sarah Witham

Redmond, OR 97756
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(541) 460-8470

Productive Personal Assistant/housekeeper with an organized nature, skilled in prioritizing tasks and excellent time management. Willing to take on any challenge to boost efficiency and team performance. Respectful, punctual, and hardworking with several years of experience in customer service and housekeeping for vacation rental homes.

#readytowork

Authorized to work in the US for any employer

Work Experience

Housekeeper for vacation homes

541 Clean
May 2021 to Present

• Professional housekeeper for vacation homes in the Sunriver/Bend area.
• Cleaning client's homes by following specific guidelines and their preferences in the allotted time frames
• Sweeping, vacuuming and mopping floors to eliminate dust and dirt
• Washing bed linens and making beds; washing, drying and folding towels
• Scrubbing and disinfecting bathrooms and kitchens to remove grease, mold, and dirt
• Disposing of trash from all waste baskets
• Polishing wooden furniture
• Communicating delays or issues and tracking all completed tasks on a tablet

Personal Assistant

The Boone Family - Prineville, OR
June 2016 to November 2019

• Created and managed office systems to deal with documentation efficiently
• Filed paperwork and organized computer-based information
• Assisted patient with handling daily chores and errands by transporting to appointments, cleaning personal spaces, and purchasing supplies

Daycare Assistant Teacher

Funtastic Child Care - Hillsboro, OR
May 2011 to April 2015

• Observed play activities to identify positive behaviors and areas in need of improvement, implementing behavior redirection where appropriate
• Collaborated on strategies to enhance student learning and behavior alongside parents and teaching staff
• Prepared healthy foods and beverages for children based on optimal dietary guidelines and individual restrictions

• Kept notes of behavior issues, food served, and medications administered to 15+ infant to preschool-aged children
• Observed play activities to identify positive behaviors and areas in need of improvement, implementing behavior redirection where appropriate.

Customer Service Representative

Robinson Textiles - Gardena, CA
January 2009 to March 2011

• Provided excellent customer service to 2000+ existing clients, maintained all accounts and place orders via telephone/ email
• Tracked inventory and reviewed retail trends with spreadsheets in order to make timely and proactive business decisions
• Investigated and resolved customer complaints to foster satisfaction
• Communicated with vendors regarding back order availability, future inventory and special orders.

Barista/Cashier

Starbucks - Portland, OR
October 2005 to January 2008

• Learned every beverage preparation and numerous off-label drinks to meet all customer needs and increased daily sales by 10%
• Operated register with cash, check and credit card transactions with 100% accuracy
• Advised customers daily on whole bean and bulk tea purchases by detailing origin, flavor, and pairing recommendations
• Restocked display cases with attractive arrangements to promote specialty food items like bagels and muffins
• Pleasantly interacted with customers during hectic periods to promote a fun and positive environment

Education

High School Diploma

West Linn High School - West Linn, OR
2001

Bachelor of Science in Criminal Justice

American Public University - Charleston, WV

Skills

- Professional and mature
- Highly organized
- Excellent communication skills
- Customer service-oriented
- Resourceful
- Meticulous attention to detail
- Time management
- Personal Care

- Personal Assistant Experience
- Barista Experience
- Childcare
- Meal Preparation
- Cash Handling
- Cleaning Experience
- Cooking
- Residential Cleaning
- Home Care
- Laundry

Certifications and Licenses

Food Handler
up to date food handlers card

Additional Information

I have a current OLCC license