

Sarah Smith

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Education

West High School

Cumulative GPA: 2.95

Work Experience

Child Care

November 2013-present

I provide babysitting services for neighborhood families for children 2-12 years old.

- Ensure children are well nourished by preparing meals and snacks
- Teach children to keep pick up and share toys
- Administer over the counter medicine when necessary
- Change diapers, solve sibling disputes, enforce rules
- Ensure child safety

Seasonal Part-Time Sales Associate, Green Bay Department Store

November 2015-Present

I work with customers to improve company sales by finding products for customers and suggesting different choices to maximize profits. Additional responsibilities include organizing merchandise, and addressing customer complaints, returns, and exchanges.

Part-Time Hostess/Server Assistant, Restaurant XYZ

May 2015-September 2015

Primary responsibilities involved using organizational and communication skills to meet customers' needs in the areas of:

- Guest Experience
- Cleaning and organizing the restaurant
- Informing servers of their assigned tables
- Organizing seating arrangements for reserved tables throughout the night
- Providing friendly service

Part Time Cleaning Staff, Knutson Bakery LLC

I work quickly, thoroughly and efficiently to meet deadlines as well as the expectations of management. I have learned how to meet expectations of the hospitality industry in the areas of cleanliness, sanitation and professional customer service.

Achievements

State Qualifier for National History Day competition

April 2013

Collaborated with a partner to create an educational and interesting presentation to national history day judges.

Student of the Month. 2014

Received for recognition of my time spent helping classmates with developmental disabilities.

Student Leadership Challenge Certificate Recipient of Brown County Teen Leadership *May 2016*

This program taught me about teamwork, dedication, encouragement, and many more leadership traits. I have become more responsible, involved in my community, and learned how to communicate my ideas with others.

Volunteer Experience

I support a variety of non-profit organizations to give back to my community while continuing to practice and develop organizational and customer service skills. Additionally, these positions provide opportunity for me to be creative with strategy for soliciting donations and participation at events.

- Ringing bells for Salvation Army. 2014-2016
- Distributed food to the less fortunate through Mountain of Food. 2015
- Wrapped gifts for the Salvation Army through "Shop with a Cop." 2015, 2016
- Volunteering at Heritage Hill. I work educating and providing service to families. 2015-2016
- Volunteering for fundraisers for my high school. 2016

Interests and Activities

Spanish Club

Engage in conversation at monthly meetings in the Spanish language to learn more about the Spanish and Latino cultures of the world, determine club events and field trips which will help us continue our growth of the cultural knowledge, language, and our Spanish speaking neighbors in Brown County.

JV Soccer

Collaborate with teammates to practice techniques, strategy and communication skills that will lead to success in matches. Help our team solve problems and challenges that come our way on game day, from injuries to changing strategy based on our opponent's strengths. Help teammates improve to meet individual goals of making the varsity team in the future.

Computer Skills

- Microsoft Word (Good)
- PowerPoint (Good)
- Microsoft Excel (Average)
- Google Docs (Good)
- Google Slides (Good)

References

Sue Johnson

Current employer

920-222-2323

sue.johnson@yahoo.com

David Jacobson

Former Leadership advisor

920-111-1111

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