
SARA WIEBER

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OBJECTIVE:

To obtain an entry-level position in customer service that will utilize my skills of organization and communication to benefit the company.

EDUCATION:

Portage Northern High School, Portage, MI

Expected Graduation Date: May 2017

GPA: Unweighted- 3.99

Weighted- 4.53

Acquired Skills:

level 4 Spanish speaking skills, basic understanding of Microsoft Office Suite, time management, organizational skills, computerized accounting

Relevant Courses:

Accounting/Finance I-III Education for Employment, Spanish IV, Algebra II, Pre-Calculus, English

WORK EXPERIENCE:

Ginger Gibson, Portage, MI

November 9-13, 2015 and as needed

Cat Sitter

- Responsible for the well-being of her pet, provided food and water every morning, cleaned the litter box every day, brought mail and newspaper inside, entrusted to lock up the house

Jessica Masick, Portage, MI

December 17, 2015 and as needed

Babysitter: 1 child: age 6

- Prepare nutritious snacks and meals, develop play activities, clean home, ensure safety and keep to a schedule, read bedtime stories, put to bed
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VOLUNTEER EXPERIENCE:

Interact Club (Portage Northern High School)

Concession Assistant

March 20, 2016 (5 hours)

Volunteered for the Living History Show

- Prepared and served food, greeted customers, operated a basic cash register, made proper change, communicated with customers and co-workers, interpreted customer orders correctly

Salvation Army

Set-up Crew Member

December 12, 2015 (4 hours)

Volunteered for the Salvation Army Holiday Party

- Set up the various stations, put decorations together, decorated the gym, greeted people, interacted with the other volunteers and children, cleaned up after the event
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ACTIVITIES/AWARDS:

• Portage Northern Marching Band

September 2013-Present

• Interact Club (Leader)

September 2013-Present

• Portage Northern High School Soccer Team

2014-Present

• Voice Lessons

2014-Present

• Fellowship of Christian Athletes Club (Leader)

2014-Present

• Link Leader (mentor incoming freshmen)

2015-Present

• Treasurer for Foods Program (counted money and completed deposit slips weekly)

2015-2016

• Kingdom Soccer Club

2015
