

SARAH JONES

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Objective

To use my interpersonal skills to help UCF students achieve their personal and academic best.

Education

University of Central Florida

August 2011 - May 2015 (anticipated)

Psychology B.S., GPA 3.72

- Honors Program and Dean's List - Fall 2011 semester
- Bright Futures scholarship recipient
- Accepted to Study Abroad program - Madrid, Summer 2012

Seminole High School

September 2007 - June 2011

GPA 4.15

Experience

Office Assistant

September 2011 - Present

Department of Housing and Residence Life, University of Central Florida

- Provide customer service and assistance to residents and visitors
- Develop promotional materials for educational programs for 300 community residents
- Update community records using MS Office and other programs
- Maintain large inventories of keys, mail, rental items and office supplies
- Perform a variety of administrative tasks, e.g., scheduling and submitting work orders

Server

May 2011 - August 2011

Flippers Pizzeria, Orlando, Florida

- Promoted customer satisfaction through personal interaction
- Worked effectively with a team of 15 cooks and waitstaff
- Trained new servers in protocol and etiquette
- Interacted successfully with customers from diverse cultures and backgrounds
- Resolved conflict and took the lead in calming upset customers
- Advised patrons on the details of a 30-entrée menu

Volunteer Experience

Dog Walker

September 2010 - July 2011

The Humane Society of the United States, Orlando, Florida

- Acted as a goodwill ambassador to inform others about the group's work and mission
- Supervised and exercised 3-5 dogs, one afternoon per week

Activities and Leadership

- Contributing Writer, Central Florida Future September 2011 - Present
- Secretary, National Honors Society, high school chapter August 2010 - May 2011

Skills

- Proficient in MS Office, Adobe Photoshop, multiple web browsers
- Able to speak and write intermediate Spanish