

# SARAH JONES

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## Objective

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

## Skills and Accomplishments

**Interpersonal** Provide customer service to diverse groups of students and guests.  
Worked effectively with a 15-member team.  
Acted as a goodwill ambassador to promote a volunteer organization.

**Leadership** Trained new employees in on-the-job protocol and etiquette.  
Served as an officer of a 100-member student academic organization.  
Represent the University of Central Florida to campus visitors.

**Organizational** Update community records and maintained several large inventories.  
Perform a variety of administrative tasks, including scheduling.  
Used communication skills to develop promotional materials for events.

**Conflict Resolution** Took the lead in calming upset customers and addressing their concerns.

## 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*

**Server** May 2011 - August 2011  
*Flippers Pizzeria, Orlando, Florida*

**Dog Walker** September 2010 - July 2011  
*The Humane Society of the United States, Orlando, Florida*

## Activities and Leadership

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

## Additional Qualifications

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