

# SARA SOMEONE

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## OBJECTIVE

To gain employment as a Lowe's Marketing Intern at American Woodmark Corporation

## EDUCATION

<b>Master of Business Administration</b>	Anticipated Graduation: May 2017
<b>Bachelor of Business Administration</b> Shenandoah University, Winchester, VA	Anticipated Graduation: May 2016
<b>Associate of Business Administration</b>	Graduated: May 2014
<b>Associate of Science</b>	Graduated: May 2014
<b>General Education Certificate</b> Lord Fairfax Community College, Middletown, VA	Completed: May 2011

## RELEVANT EXPERIENCE

**Receptionist/Stylist Assistant/Assistant Supervisor** July 2006 – Present  
Act 1 Salon, Winchester, VA

- Communicate with client's in Spanish and English
- Schedule client appointments via phone, face-to-face, and e-mail using QuickBooks
- Process and organize data for taxation purposes, monthly report, and payroll
- Order supplies and products needed for sales and services

**Event Services Assistant** September 2014 – Present  
Shenandoah University Office of Student Engagement, Winchester, VA

- Coordinate service providers in event set up, event hours, and event tear down
- Assist client with questions and concerns before, during and after events
- Check on events held in BSC during assigned schedule to ensure proper usage of spaces and address concerns or questions

**Process Technician** June – August 2008  
Trex, Winchester, VA

- Operated and controlled production process lines
- Performed quality control check
- Packaged finish products and performing housekeeping duties

## WORK EXPERIENCE

**Teller/ATM Teller** May 2009 – September 2012  
BB&T Bank, Winchester, VA

- Supervised and reconciled ATM deposits and withdrawals
- Promoted bank products and services to customers and non-customers
- Provided day-to-day quality operational services

## VOLUNTEER EXPERIENCE

Orientation Leader, Shenandoah University May – July 2015

## SKILLS

Proficient in Spanish and English, written and verbal  
Proficient in Microsoft Office including Word, Excel, Access, and PowerPoint  
Proficient in Social Media Platforms