

SARAH LINEY

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KEY SKILLS:

Work Ethic: Personally responsible to represent the workplace or volunteer organization
Punctuality, positive attitude toward constructive criticism
Respect for workplace rules and policies

Work Skills: Proofreading and editing, public speaking
Prioritization and organization of duties
Proper pacing of work duties for timely completion

Software: Microsoft Word, PowerPoint, Excel, Adobe Spark, Squirrel Sys. POS

WORK EXPERIENCE:

Waitress, The Irish Pub, Philadelphia, PA (2017 – Present)

- Successful training completion from hostess, to waitress and bartender
- Personally managed private party set up, service, and breakdown for up to 20 persons
- Team-based work, with specific personal responsibilities for customers
- Reconciling revenue, using POS computer software
- Customer service, and developing positive co-worker/manager relationships

EDUCATION:

Temple University: (2017- Present), Fox School of Business, Philadelphia, PA
Major: Management Information Systems GPA: 3.0

Villa Maria Academy: 2013- 2017, Malvern, PA GPA: 3.7 (Acad. Honors), Varsity Track

VOLUNTEER EXPERIENCE:

Mission Youth: Nuevo Durango, Mexico, June 2016, Philadelphia, PA 2015, 2016, 2017

- Worked with other missionaries offering companionship and hope to members of the community in need due to homelessness, poverty, addiction, and emotional trauma
- Part of a team preparing/distributing food, building a community center and homes

Irish Pub Children's Foundation Tour de Shore Bike Ride, Volunteer, PHL, 2013 – 2018

- Logistical planning, execution, and breakdown of rest stop stations for 2500 riders

