Sarah Banschenbach

SCHOOL ADDRESS PERMANENT ADDRESS

Longwood University 804 St. Denis Ct.

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**OBJECTIVE**

A position that will highlight my ability to be organized, use my interpersonal communication skills, and demonstrate my ability to work within a group.

**EXPERIENCE**

# 5 Guys Burgers and FriesVirginia Beach, Virginia

*shift leader* **APRIL 2008 – present**

* Responsible for weekly inventory and food order placement.
* Recognized with the highest secret shopper average-100%
* Use excellent interpersonal and customer service skills when dealing with customers.
* Coordinated with employees to set monthly staff meetings where I provide presentations detailing new policies.
* Used organizational skills to manage all stock and rotate according to expiration.

**Longwood University** Farmville, Virginia

*RCL DESK AIDE*  **AUGUST 2010-PRESENT**

* Responsible for creating attractive, creative bulletin boards in residence hall lobby.
* Expected to enforce Longwood policy regarding drugs and alcohol.
* Utilize customer service skills when communicating with residents.
* Maintain order and noise within the residence hall.

**Sigma Phi Lambda** Farmville, Virginia

*Alpha kappa chapter treasurer*  **present**

* Responsible for creating budget and overseeing finances.
* Organize due collection with all members.
* Responsible for following IRS rules for exempt organizations.
* Must keep accurate records in QuickBooks accounting software.

**EDUCATION**

***Longwood University***

BA – Communication Studies Class of 2013 Major GPA: 3.5/4.0

Minor: Business Administration Overall GPA: 3.18/4.0

**SKILLS**

* Proficient in Microsoft Word, Excel, PowerPoint, Access
* Proficient in Web Expressions Web Design