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Sarah Barlow

- Objective:** Seeking a full time position; where my professional experience and creativity will be an asset to the growth of my employer and myself.
- Experience:**
- Tynan's Volkswagen Inc.
Sales Consultant: September 2012 - Present
Educate customers with the product knowledge to select the vehicle that best suits their needs
- Duggan Chiropractic, Boulder, CO
Medical Billing / Chiropractic Assistant: May 2012-September 2012
Data entry, file HCFA's for multiple insurance carriers, patient relations and collections
- Inspire Salon and Spa, Longmont, CO*
Receptionist / Retail Associate October 2011 - May 2012
Oversee day to day front desk operations, including opening and closing the salon.
Liaison between guests and technicians while maintaining a positive salon environment and providing the highest level of customer service. Check guests in and out, provide extensive knowledge of Aveda products to excel in retail sales; keep the salon running efficiently in all aspects.
- Preferred Electric, Charlotte, NC*
Administrative Assistant/Front Desk: 2008-2009
Provided exceptional customer service in charge of answering and managing a multi-line phone system, greeted and directed clients and vendors, provided direct support to the office manager, vice president and president of company
- Faith Forever Inc., Charlotte, NC*
Administrative Assistant, Human Resources: 2004-2009
Managed confidential employee records, created and implemented an employee record management system, provided correspondence for government agencies, provided direct support to general manager of human resources
- Heart Care Center of Charlotte, Charlotte, NC*
Billing Assistant: October 2003-February 2004
Provided direct support to medical billing manager and excellent customer service to current and former patients
Floater: August 2003-October 2003
Excelled in multiple positions, while covering overflow in several departments including front desk, medical records and patient testing
Medical Records Clerk: June 2003-August 2003
Organized and managed confidential patient information for a high volume cardiology clinic
- Harrisburg Chiropractic, Harrisburg, NC*
Chiropractic Assistant: 2002-2003
Provided pre-adjustment therapy to patients of a high volume chiropractic clinic, provided customer service, answered phones, greeted and directed patients to therapy rooms
- Education:**
- Aveda Institute Denver, January, 2012
Portfolio Project, Denver, CO 2011
Denver Academy of Make-up, Denver, CO 2010
Tarrant County College, Hurst, TX, 2001-2002
Y.W. High School, Bedford, TX, 2001