

Sarah Satrom | RÉSUMÉ

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Sales Associate | Sports Authority, Denver

June-December 2012

Applied communicative skills, applied team working skills, assisted customer and maintained tidiness.

Floral Designer | Michael Jultak Floral Design, Denver

Feb.2010 – Present

Design flower arrangements, gardening and landscaping, maintain shop, office work include excel, floral programs, inventory and working with customers.

Catering Staff | Adams Mystery Playhouse, Denver

Denver: 2008 - 2009 as needed

setting up dining room and buffet table & serving

Hostess | Bubba Gump Shrimp, Denver

Denver: July - December 2008

greeted customers, organized runners, managed reservations

Landscaping Staff | Prairie Gardener, Bismarck ND

Summer 2006 - 2007

Landscaping and garden work including but not limited, dry creek beds, planting, pruning, rock gardens, transplanting and weeding.

Receptionist | Anytime Fitness, Bismarck ND

Summer 2007

customer service, calling patients, maintained organization of facilities & scheduling appointments

Wait Staff | Kathleen's (restaurant), Bismarck ND

Summer 2007

food preparation, customer service, serving and cashier

Administrative Assistant | Satrom Travel & Tour, Bismarck ND

2006 – 2008

Customer service, excel, reception, delivery, office work

EDUCATION

Bachelor of Arts in Communication and a minor in Holistic Health
2007 - 2010
Metropolitan State College of Denver, Denver CO

Successfully completed freshman and sophomore years at
2005 - 2007
Hamline University, St. Paul MN

SKILLS

Adobe Photoshop, MS Excel, MS Word, clerical work, conflict resolution, customer service, detail-minded, excellent communications, field work, floral arranging, food service, gardening, health, holistic health, horticulture, hospitality, landscaping, power point, reception, team member