

SARAH SMITH

CONTACT



(111) 111 - 1111
City, ST
email@email.com

PROFESSIONAL SKILLS

Management:

- Staff Management (10 Housekeepers)
- Work Schedules
- Training (Housekeepers & Enumerators)
- HR, Disciplinary Actions
- Quality Evaluations
- Inventory Management
- Customer Service

Literary:

- Fiction & Poetry Writer
- Publishing (assisted 67 publications)
- Promotion (PR, Social Media)

Other:

- Animal & Kennel Care
- Childcare, Tutoring
- Data Entry
- Google Drive, Microsoft

SELECT IMPACTS

- Poetry praise for inspiring community, belonging and comfort for transgender/non conforming people
- Multiple positive reviews for strong work ethic and customer service skills while managing housekeeping services
- Positive influence in helping people of varying health conditions experience the joys of horse back riding

CERTIFICATION

- PADI Divemaster

I'm a fiction writer, poet, and highly skilled contributor within varied environments ranging from business to publishing, to caregiving (both animal and human). I bring to each experience a determined work ethic, along with an authentic nature that fosters trust and connection amongst co-workers and clients. As a graduate from HSU, I'm pursuing meaningful work where I may combine all of my highly applicable skills and motivation towards a shared vision – and all while I continue to listen to and hone my passion for poetry and story telling.

EDUCATION & HONORS

B.A., English w/ Writing Concentration 2021
Humboldt State University (HSU) — Arcata, CA
Member of English Honor Society

PUBLISHED WORKS

Self-Published Book - City, ST 2014
"Book Title" — [Young adult fantasy novel]

Published Poem, Toyon Literary Magazine - Humboldt State University - 2021
"Article Title"

WORK HISTORY

Alpha Company – Trinidad, CA 2021 - 2022
House Keeping Manager

Beta Company – Humboldt, CA 2021 - 2021
Publishing Assistant

Charlie Company – Humboldt, CA 2020 - 2020
Enumerator

Delta Company – Arcata, CA 2016 - 2018
Kennel Worker

Echo Company – Pez Maya, Mexico 2016 - 2017
Intern Monitor, Coral Reefs

Foxtrot Company – Eureka, CA 2015 - 2016
Substitute Teacher and Summer School Instructor

4-H T.R.A.I.L – Trinidad, CA 2013 - 2020
Volunteer, Therapy Riding