

# Sarah Perez-Anderson

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Boston, MA

## **Experience**

### **Jeweler**

Dusk Body Jewelry

Jun 2020 – Aug 2021

Refining 14k, 18k, and 24k handmade gold and platinum body jewelry.

- Polishing on average 200 – 300 seam rings, Cabs with precious stones, beaded pieces and more.
- Operating and maintaining the cleanliness of the tumbler for polishing up to as many as 500 pieces of jewelry at a time.
- Utilizing a polishing cabinet and hand polishing station to apply LUXI black compound, and after a clean in the ultrasonic, apply LUXI red compound.
- Making sure that all polished jewelry has a smooth and liquid shine finish with no rough spots or holes, so as not to cause irritation when it reaches the consumer for piercing.
- Occasionally assisting in the creation of seam rings, both regular and cup and divot, soldering pins on to ends, and punching out gold or platinum disk of various sizes to be soldered to 25Ga. white gold pins.

### **Receptionist**

IST Management

Jan 2020 – Jan 2021

Assisting the manager of building operations with floor planning, mail operations, organization, and updating supply spreadsheets.

- Taking up to 50 calls a day from business partners, clients, and potential clients inquiring about scheduled meetings, departments, and forwarding calls for those looking to utilize Cabot Corps. Services.
- Checking in between 25 to 30 guest per day for appointments.
- Maintaining an organized space, and that mail is delivered to Cabot Corp.'s 79 employees at the Seaport location. (Leave of Absence due to COVID)

### **Security Dispatch**

Encore Casino

May 2019 – Aug 2019

Diligence and quickness are key as a casino dispatch operator.

- Managing phone lines and responding to request and incidents of over 20 departments and casino patrons.
- Overseeing 50 security officers on the premises, making sure there is proper coverage in all areas and managing dispatch logs simultaneously.
- Monitoring thousands of cameras to ensure the safety of staff and patrons. As well as clipping footage to be saved in the event of incidents such as theft, medical emergencies, or suspicious persons.
- Dispatching multiple officers quickly and efficiently to required locations around the casino to ensure casino operations run smooth. Such as “The Cage” where money and chips are stored, to ambulance calls to direct and assist with providing information to paramedics, and any other incidents that require a security guard presence.

Administration Reception & Security Officer

### **Reception & Security**

Allied Universal

Oct 2017 – Jul 2018

Ensuring that the assets of Vertex Pharmaceuticals are secure and granting building access to the appropriate guest.

- Function as the first responder for evacuating a floor of 50 plus employees and guest in emergencies.
- Receptionist for Vertex employees which included registering 50 to 100 guest and interns for their appointments per day, maintain the Welcome Center floor, and securing building access by registering between 150 -200 guest in advance of their arrival.
- Monitoring 15 cameras, maintaining spreadsheets, and managing calendars for Allied Universal security supervisors and data logs.

### **Team Lead**

UNIQLO

Oct 2016 – May 2017

Performing member relations duties by handling complaints and inquiries.

- Achieving established sales goals each day to meet the quota and informing guest of current sales and trending items within the store.
- Balancing cash drawers and maintaining an organized workstation.
- Improving engagement with merchandise and providing outstanding customer service by offering style suggestions and accessories.

### **Education**

- Bunker Hill CC

Information Technology

2022 – Current

- Fenway High School

Graduation 2012

### **Skills**

- On my own time and in class I code websites and educate myself on programming languages by utilizing my books, Udemy, and LinkedIn Learning. As well as draw and digitally create artwork using Procreate.

Customer relations/ Customer service/ Dispatching/ Team Management/ HTML5/ TailwindCSS/ Graphic Design/ Git/ GitHub/ DaisyUI/ Phone Etiquette/ Microsoft Office/ Computer skills