

# Sarah Anne Skinner

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## OBJECTIVE

To obtain an internship for the Summer 2017 term.

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## EDUCATION

**Michigan State University, East Lansing, MI**  
Bachelor of Science, Biosystems Engineering  
Concentration: Food Engineering  
3.02 Grade Point Average

2014-2019

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## EXPERIENCE

### **MSU Library Student Assistant Level 2** *East Lansing, MI*

March 2015-

- Grew in efficiency skills from learning the best ways to digitalize tons of files using Adobe Photoshop
- Digitized old books and magazines from the topics of turf grass to cook books and food related subjects

### **Breslin Student Events Center Usher** *East Lansing, MI*

November 2014-May 2015

- Communicated and directed patrons to specific seatings and locations
- Analyzed quick decisions what to do when there was conflict within the assigned rows

### **Double JJ Resort Front Desk** *Rothbury, MI*

June 2014-August 2014

- Learned everything about the resort to help guests and communicate with departments
- Helped develop safer and more efficient tactics to running their business better

### **First Congregational Church Volunteer** *Greenville, MI*

2007-

- Communicated with the church officials and assisted in the church services
  - Initiated conversations and activities with children at Bible School to help them feel comfortable
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## AFFILIATIONS

- MSU Ballroom Dance Team Member
  - Part of the Social, Secretary, and Fundraising Committees
- Society of Women Engineers
- Biosystems Engineering Club
- Indoor Soccer Participant at Soccerzone

September 2014-

September 2015-

September 2016-

December 2014-

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## TECHNICAL SKILLS

- Proficient with Microsoft Excel
  - Familiar with Microsoft Word and Powerpoint
  - Familiar with Nx 100
  - Familiar with MATLAB
  - Familiar with Adobe Photoshop Elements
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