

Sarah Eck

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Education

University of Minnesota Duluth, Duluth, MN

- **Bachelor of Business Administration**, May 2027
 - Major: **Business Analytics**
 - Minor: **Sustainable Business and Organization**

Northland Community and Technical College, Thief River Falls, MN

- **Associate of Liberal Arts & Science**, May 2025
- GPA: 4.00, Highest Honors

Lake of the Woods High School, Baudette, MN

- May 2025
- GPA: 4.10, Highest Honors

Experience

Student Intern, CHI Lakewood Health, Baudette, MN, 2025

- Shadowed various team leaders while learning their management styles and daily tasks, attending meetings, and assisting with file organization
- Collaborated with the financial department and organized and created spreadsheets for data entry in Google Sheets

Lifeguard, Lake of the Woods School Pool, Baudette, MN, 2023 – 2025

- Administered constant attention to the pool area and required medical assistance
- Provided respectful customer service and upheld a clean and safe environment

Concessions Worker, Grand Theater, Baudette, MN, 2022 – 2025

- Managed incoming cash flow, while operating the cash register, and the pop and popcorn machines during large inflows of customers
- Recorded inventory for the business's products and maintained a clean workspace

Skills

- Google Sheets, Google Docs, Word, Excel, PowerPoint
- Team collaboration and problem solving
- Lifeguarding (Including Deep Water) with CPR/AED for Professional Rescuers and First Aid Certification (Red Cross)

Relevant Coursework

- Information Technology in Business
- Financial and Managerial Accounting
- Natural Resource and Energy Economics
- Legal Environment of Business
- Interpersonal and Teamwork skills
- Ethics