

# Sarah Croft

## Web Design

To obtain a position where I can use my knowledge obtained through my web design and development education to meet and exceed company goals.

### Education

2018-09 - present	<b>Georgian College, Interactive Media Design - Web</b> <ul style="list-style-type: none"><li>• Learned HTML, CSS, as well as different programming languages (JavaScript, PHP, C#, Node.js, ASP.net).</li><li>• Skills with Adobe Photoshop and Illustrator.</li><li>• Learned SQL and MongoDB.</li><li>• Social Media Management, Search &amp; Analytics.</li><li>• Received four Dean's List Letters.</li></ul>
2016-01 - 2018-04	<b>Georgian College, Medical Office Administration, Diploma</b> <ul style="list-style-type: none"><li>• Learned document production, medical terminology, transcription, electronic health records, human anatomy, as well as courses in communication and social sciences.</li><li>• Skills with Microsoft Office (Excel, Word, Access, Publisher, and PowerPoint)</li><li>• Received three Dean's Letters.</li></ul>

### Experience

2016-11 - present	<b>Sales Representative</b> <i>Santa'Ville</i> <ul style="list-style-type: none"><li>• Provided customer service</li><li>• Maintained a clean, organized and safe work environment</li><li>• Assisted in display of merchandise</li><li>• Maintained sales records for inventory control</li><li>• Completed sales with the use of cash, credit, and debit</li></ul>
2012-04 - 2014-05	<b>Senior Crew</b> <i>McDonald's</i> <ul style="list-style-type: none"><li>• Provided customer service</li><li>• Maintained a clean, organized, and safe work environment</li><li>• Prepared all menu food items as per required standards</li><li>• Maintained equipment (grill, fryer, etc)</li><li>• Received customer orders and communicated them to the kitchen</li><li>• Managed customer complaints and feedback for company improvement</li></ul>

### Certificates

2018-01	Privacy and Confidentiality in the Health Care Environment
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### References

	Sam Hendricks, Manager, SantaVille, phone no: 705-896-6926
	Rick Melo, Head elf, SantaVille, phone no: 705-790-1445

### Personal Info

<b>Address</b>
112 Springdale Drive, Barrie, ON L4M4X4
<b>Phone</b>
705-500-1335
<b>E-mail</b>
sarahcroft@live.ca
<b>LinkedIn</b>
www.linkedin.com/in/sarah-croft-0a5526118/

### Skills

Microsoft Office (Word, Excel, Access, Publisher, PowerPoint)	<div><div></div><div></div><div></div><div></div><div></div></div> Advanced
HTML & CSS	<div><div></div><div></div><div></div><div></div><div></div></div> Advanced
PHP Language	<div><div></div><div></div><div></div><div></div><div></div></div> Advanced
JavaScript	<div><div></div><div></div><div></div><div></div><div></div></div> Advanced
WordPress	<div><div></div><div></div><div></div><div></div><div></div></div> Advanced
Photoshop & Illustrator	<div><div></div><div></div><div></div><div></div><div></div></div> Adequate
SEO	<div><div></div><div></div><div></div><div></div><div></div></div> Adequate
C#	<div><div></div><div></div><div></div><div></div><div></div></div> Basic
Relational & Non-Relational DB	<div><div></div><div></div><div></div><div></div><div></div></div> Basic
Node JS	<div><div></div><div></div><div></div><div></div><div></div></div> Basic