

SARAH SMITH

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SUMMARY

A dependable and responsible student who contributes positively to events and helps make an impact on the lives of others. Will always lend a helping hand and show kindness to others. Enjoys making a difference and takes every opportunity presented.

SKILLS

- Team Player
- Responsible
- Great Time Management
- Passionate and Involved
- Consistent and efficient work ethic

EXPERIENCE

10/2022 to 04/2023 **Crew Member**

Dunkin' Donuts — South Glens Falls, NY

- Performed cashier duties such as taking orders, collecting payments and providing change.
- Cleaned restaurant area by sweeping floors, wiping tables and emptying trash receptacles.
- Provided excellent customer service to maintain a positive atmosphere for guests.
- Prepared beverages for customers in a timely manner while doing so accurately.

05/2021 to 09/2021 **Hostess**

Lake George Beach Club — Lake George, NY

- Answered phone calls to provide guests with information on menu items and live music.
- Provided accurate wait times for all guests while rotating quickly to ensure customer satisfaction.
- Cleaned tables and packaged silverware neatly for the next day
- Greeted guests with a positive attitude.
- Sat customers at tables and provided them with water.

EDUCATION AND TRAINING

Expected in 05/2027 **Bachelor of Arts**

SUNY College At New Paltz — New Paltz, NY

06/2023 **High School Diploma**

South Glens Falls Senior High School — South Glens Falls, NY

ACCOMPLISHMENTS

- The selected student speaker for high school graduation, delivered a speech in front of 1,000+ people
- Ten poems published on *Teen Ink* online magazine
- Made semifinals in a national poetry contest
- Won the Festival of Young Artists Contest with an Essay