

SARAH TANNER

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EXPERIENCE

JULY 2019 – PRESENT

ACCOUNTS RECEIVABLE CLERK, POLARIS LABORATORIES

- Utilize NetSuite to create invoices, issue credits, and accept payments
- Answer customer calls and respond to all emails within 24-hour turnaround time
- Process quarterly rebates and prepare monthly financial reports
- Reach out to customers and update account info in order to collect on past due accounts

MARCH 2018 – JULY 2019

CUSTOMER SERVICE REPRESENTATIVE, POLARIS LABORATORIES

Worked closely with customers to set up new accounts, submit samples, and resolve questions

DECEMBER 2017 – MARCH 2018

ASSISTANT MANAGER, LITTLE CAESARS

Supervised a team of up to 10 and monitored past sales levels to determine product volume

MAY 2016 – JUNE 2017

SHIFT LEAD, BREAKOUT GAMES

Trained 5 team members on games and front desk duties, and operated 6 escape games

AUGUST 2015 – JANUARY 2016

MERCHANDISE CAST MEMBER, WALT DISNEY WORLD RESORT

Engaged with 100+ guests per day providing exceptional service in a fast paced environment

EDUCATION

MAY 2017

B.S. TOURISM, CONVENTIONS, AND EVENT MANAGEMENT

INDIANA UNIVERSITY – PURDUE UNIVERSITY INDIANAPOLIS

Certificates: Event Management, Business Management, Cultural Heritage Tourism, Tourism Planning & Development

8 academic, 2 study abroad, 2 internship based scholarships, and Top 100 IUPUI Student Award

LEADERSHIP AND INVOLVEMENT

- IU School of Physical Education and Tourism Management Student Council President
- Professional Convention Management Association (PCMA) IUPUI Chapter President
- Completed the Disney Institute course “Disney’s Approach to Business Excellence”
- Study Abroad Programs in Germany, Thailand, and The Bahamas