



SARAH ENGBRETSSEN



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EDUCATION

Utah Valley University 2009 – 2011

Bachelor of Science, Accounting

- Relevant Coursework: Financial Accounting, Economics, Statistics, Internal Audit, Advanced Internal Audit, Fraud Examination

University of Maine 2004 – 2008

Biochemistry and Cellular & Molecular Biology, minor, Mathematics

- Played Women's Lacrosse at the University of Maine for three years
- Worked full time while maintaining at least a 3.5 GPA

TechMoms 2021

- Completion of technical skills course in HTML, CSS, and JavaScript; introduction to cybersecurity, data analytics & reporting, product/project management, quality assurance, digital marketing, and UX/UI design; completed website development project

EXPERIENCE

2017 Evergreen Waste Services

Accounting & Payroll Specialist

- Processed weekly payroll for all employees
- Ran monthly financial reports
- Completed monthly bank reconciliations

2012 Mountainville Academy

Math & Financial Literacy Teacher

- Taught mathematics to junior high school/high school students and taught a financial literacy course to high school freshman.

2010 Whittenburg Insurance & Investment Group

Customer Service Representative/Office Manager

- Assisted with investments, 401Ks, employee health benefits, life insurance and final expense insurance companies
- Produced scheduled portfolio updates on all clients
- Produced and implemented a procedures manual for the office

2009 1-800-Contacts

Sales Representative

- Achieved or exceeded sales goal every month
- Led a sales team of associates
- Appointed as the International Fraud Specialist

2007 AstraZeneca Pharmaceuticals

Research Assistant/Intern

- Worked in the Product and Development Department on the drug Seroquel XR
- Used simulated gastrointestinal fluid to determine amount of drug being dispensed at different time intervals
- Worked with a roller compaction machine to develop a relationship between material consistency and tensile strength of tablet capsules

SKILLS

- HTML, CSS, WEB DEVELOPMENT, QUICKBOOKS, EXCEL, POWERPOINT