**Sarah Engebretsen**

12345 Maple Springs Dr, UT 84000 801-111-1111 email@gmail.com

*“Number cruncher turned techie”*

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

**Devmoms 2021-current**

Contract work for small businesses

* Involved with project management, UX/UI, and web development

**Evergreen Waste Services 2017**

Accounting & Payroll Specialist

* Processed weekly payrolls for all employees
* Ran monthly financial reports
* Completed monthly bank reconciliations

**Mountainville Academy 2018**

Math & Financial Literacy Teacher

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

**Whittenburg Insurance & Investment Group 2010**

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

**1-800-Contacts 2009**

Sales Representative

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

**AstraZeneca Pharmaceuticals 2007**

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, wordpress, figma