

Sara Rogers

Contact

(256)-477-5410
srogers7@stu.jsu.edu

Education

Jacksonville State University (2020-present), a continuing four-year degree in psychology; on the President's list for 6 semesters

Key Skills

Microsoft Office Word Certified
Microsoft Office PowerPoint Certified
FERPA Certified
Personal communication
Organization
Team building
Editing and revision
Scheduling

Experience

Spring 2023-Present

Office Management • A Fresh Start Counseling

I organized schedules for three practicing counselors in Anniston and Huntsville and student internships, managed scheduling, insurance, and client interactions, contacted and worked with various insurance companies, and navigated popular therapy website Simple Practice.

Fall 2022

Institutional Practicum (Teacher's Assistant) • Jacksonville State University

I organized, scheduled, and lectured to students on subjects of Behavioral Analysis. I worked also with other TA students in in-depth discussions of complex papers to expand my personal knowledge.

December 2021- Present

Waitress • Shift Leader • Yamato Steakhouse of Japan

I served ranging groups of people, from single individuals to parties of forty people, their food while maintaining control of other wait staff, complex orders, and various tables.

January 2021- December 2021

Supplemental Instruction • Leader • Jacksonville State University

Created and maintained schedules, lesson plans, and communication for one-on-one and group sessions of tutoring in Principles of Psychology

August 2021-January 2022

Sales and Merchandise Representative • Red Threads Apparel

Managed storefront for eight-hour shifts alone while maintaining schedules of clothing apparel to be shipped out; used GoShippo, BigCommerce, UPS, and USPS, as well as Shopify

References

C. Renee Renda, Ph.D., BCBA (256) 782-8125

Jessica Lin, Keller Williams Realtor Group (347) 206-6286

Stephanie Poole (256) 717-6420