

Sara Ghiorzi

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EDUCATION

Southern New Hampshire University, Manchester, NH
Bachelor of Arts in Creative Writing & English
GPA: 3.889
President's List 2021, 2022, 2023

September 2023

Saint Anselm College, Manchester, NH
Majored in Computer Science; Minors in Web Design & Psychology
Merit Scholarship Recipient

March 2021

Elon University, Elon, NC
Majored in Computer Science
Presidential Scholarship Recipient

December 2019

SKILLS

Communication, Leadership, Time Management, Problem Solving, Project Management, Work Ethic, Customer Service, Attentiveness to Detail, Organization, Team Work, Writing, Journalism, Copyediting, AP Style, Proofreading, MS Office, Google Drive

WORK EXPERIENCE

The Grand at the Bedford Village Inn, Bedford, NH
Server

August 2021-Present

- Provided fast, efficient, and friendly service to hotel guests (including preparing and delivering room service orders)
- Cleaned and maintained kitchen and restaurant areas
- Opened/closed bar and stocked inventory on a daily basis
- Provided accurate guest checks, accepted and handled payments from guests
- Mixed, garnished, and served all offered mixed drinks according to company specifications
- Greeted guests when they walked in and answered the phone when necessary

Our National Conversation, Remote
Editorial Intern

January 2022-April 2022

- Was the last set of eyes on everything the company's writers produced
- Edited a variety of content, including books, policy proposals, newsletters, op-eds, solutions, and social media posts
- Adhered strictly to AP Stylebook guidelines, using high attention to detail
- Kept in constant communication with policy writers and the editorial team lead
- Attended weekly company-wide and individual team meetings
- Practiced effective time management and submitted all work in a timely manner
- Met all deadlines while working remotely

Polaris Charter School, Manchester, NH
Educational Assistant and Substitute Teacher

December 2021-June 2022

- Supported teachers of multi-age classes in creating a positive and exciting learning community
- Successfully implemented lesson plans provided by head teacher in order to create a consistent educational experience for students
- Managed classrooms effectively to encourage participation and an eagerness for learning
- Encouraged students to reach their full potential and supported their growth in multiple areas, including academically, socially, and emotionally

YMCA Allard Center, Goffstown, NH
Welcome Center Representative

April 2018-January 2022

- Consistently greeted customers and provided comprehensive tours of the company's facility
- Processed membership/program registrations and conducted accurate cash and credit card transactions
- Mediated customer issues with company policies in a prompt and efficient manner

LEADERSHIP

Our National Conversation, Remote

April 2022 - April 2023

Editorial Team Lead

- Read and revised content for the company's first published book, *Let's Fix America*
- Led a high-performing team of editors in editing 15 to 20 pieces each per week
- Supported an increase in company productivity through improved team organization, communication, and time management
- Hosted weekly team meetings
- Kept in constant communication with my individual team members along with the company's other team leads, general manager, and CEO
- Was acknowledged by name for my contributions to the organization in our book, *Let's Fix America*
- Received multiple certificates of recognition for exceptional leadership
- Was personally recognized by the organization's CEO for my contributions to the creation and implementation of new protocols and guidelines for copyediting and content writing within the startup

National Eating Disorder Association, White Plains, NY

February 2017- March 2018

Individual Fundraiser

- Organized fundraising events at my school to help raise eating disorder awareness
- Raised over \$1,300 dollars for the organization and was recognized as a top individual fundraiser in 2018

OTHER ACTIVITIES

Women in Programming (Elon University), Undergraduate Research Student Association (Elon University), The Web Developer Bootcamp 2020 (Colt Steele & Udemy)