

Sara Sulfridge

Student

Contact

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Education

Clark State Community College
August 2022-May 2024
GPA 3.68

Graduation May 2024
High School Diploma
Southeastern High School, South
Charleston

Miami University – Oxford
Expected Masters Graduation May 2028

Key Skills

Accurate Cash Handling
Dedicated work Ethic
Time Management
Verbal and Written Communication
Learning Assessments
Proper Organization

Objective

Enrolled student currently studying and looking for an internship opportunity to gain experience. I am highly motivated and eager to learn new skills and techniques to expand my knowledge and contribute to the success of the organization. Knowledge of Microsoft Excel, QuickBooks Online and Desktop, and other software applications to increase productivity.

Experience

June 2024 – January 2024

Student Intern – Clark County Community and
Economic Development

Responsibilities

- Managed bill payment transactions
- Successfully managed and organized filing system, resulting in improved efficiency and accessibility of checks
- Printing checks
- Efficiently scanned documents
- Ensured timely payment of invoices

Jul 2021- Present

General Kitchen Worker – Cappy's Pizza

Responsibilities

- Places clean dishes, utensils, and cooking equipment in storage areas
- Utilizes knowledge of proper food handling techniques to maintain food safety standards
- Portions and wraps food and places directly for service to patrons
- Vacuum and sweep and mops dining area and kitchen floor
- Provides exceptional customer service by ensuring orders are filled accurately and promptly

- Places food trays over food warmers for immediate service or stores in refrigerated storage cabinets
- Cleans and sanitize work areas
- Properly label and stores food items in the refrigerator and freezer

Sep 2024 – Present

Intramural Referee – Miami University Oxford, Ohio

Responsibilities

- Enforcing the rules of a recreational sport during intramural games on a college campus
- Ensuring fair play
- Maintaining a safe environment for participants
- Promoting good sportsmanship

January 2025 – Present

OVR Volleyball Professional Referee – Columbus, Ohio

Responsibilities

- Enforcing rules of a volleyball match during OVR-sanctioned competitions
- Making accurate calls on plays
- Managing the game flow
- Working collaboratively with other officials

Certifications

Accounting Certificate from Clark State Community College.