Sara janice-mae white

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I am a hard working 21year old mother pursuing a full-time position where I can contribute and grow as an employee. I am an intelligent person eager to learn, and I am always dedicated to going above and beyond my job description. When hired, I do not just work for my personal benefit, I become a dedicated employee of the company/business and its customers.

# Experience

**Waitress, Logan's Roadhouse 10/2018-Current**

Summerville, SC

* My primary responsibility is to professionally serve our guests to the fullest of my ability. I want my customers to leave delighted with the meal and services that I have provided and wanting to return. Other responsibilities include maintaining my workstation in a clean and functional matter. I must also help run food and help other services in order to keep the restaurant running as smoothly as possible.

**Delivery driver, Kickin' Chicken 08/2018 - 10/2018**

Summerville, SC

* My responsibilities were to deliver food to customers in a fast and timely manner, maintain a clean work environment, clean dishes, and food run in my spare time.

## Bank Teller/Filing Clerk, First National Bank of South Carolina 08/2017 – 05/2018

### Summerville, SC

* My responsibilities as a bank teller were to service all customers on any and all banking needs including but not limited to, cashing checks, making deposits, processing withdrawals. Also answering telephone calls from customers and assisting with any questions, maintaining a balanced drawer all while greeting each customer with a smile and making sure that they leave happy and satisfied.

## Cashier, Palmetto State Armory 07/2016-08/2017

### Summerville, SC

* Assisted in opening and closing procedures, maintaining a balanced till, keeping the store clean and well stocked, assisting in sales and processing customers purchases.

## Cashier, Harris Teeter 04/2015 – 07/2016

### Summerville, SC

* My responsibilities as an employee of Harris Teeter were to provide excellent customer service, help maintain cleanliness of the store, processing customer’s purchases, assisting customers with locating items in the store, and providing help wherever my assistance was needed in any department.

## Data Entry/Filing, Rheumatology Associates, P.A. 05/2015 – 08/2015

### Charleston, SC

* Worked for the summer as an assistant to the Drug Study Coordinator. Entered data into the IRB registry on study patients and filing of medical records.

# Education

## Summerville High School – Summerville, SC – Graduated May 2017

## I graduated with a 4.0 GPA and as an honor graduate in the top ten percent of my graduating class.

Special skills

* I Excel in customer service; always leaving customers happy and feeling content with the service I provided for them.
* I do well with helping others to learn and understand. I have patience to teach and help others.
* I am academically gifted, and have always excelled in learning quickly, understanding, and completely my work/task well.
* I am very good with children and have spent most of my life working around them. I have learned to connect with and earn their trust, respect, and love.

## Reference name

Available upon request.