

Sarah Elizabeth Anderson

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Objective To obtain a Summer 2016 Internship in Business Management or General Management.

Experience **College Work Study**

Tennessee Technological University Department of Foreign Language, Work Study. Cookeville, TN

- Interacting with Administration, Faculty, Alumni.
- Managing projects such as flyers for future events, prepare folders for future prospective students.
- Occasionally handle confidential documents such as faculty and student records, future class scheduling.
- Supervisor of departmental Café inventory and accounting of finances

Skills:

- Microsoft: Excel, Word, PowerPoint, Access

08/25/14 – Present

Education **Bachelor of Science in Business Administration, Business Management/General Management/Spanish Minor**

Tennessee Technological University, College of Business Cookeville, TN

May 2018

Associate of Arts in Foreign Language/Spanish

Volunteer State Community College, Gallatin, TN

May 2014

GPA: 3.0,

Affiliations Society for Advancement Management

Leadership

References available upon request

Willing to Relocate