

Sarah Trigg

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EDUCATION

Southern Methodist University

Dedman College of Humanities and Sciences, English

Dallas, TX

May 20XX

Plano Park High School

High School Diploma

Plano, TX

June 20XX

- Honors Program; Cumulative GPA: 3.95/4.0
- Class Valedictorian

WORK EXPERIENCE

Tele-Pony: SMU Alumni Services

Dallas, TX

Alumni Relations Phone Operator

October 20XX – Present

- Demonstrate strong interpersonal skills and professionalism when contacting over 250 alumni daily to updating them on SMU events
- Awarded top phone operator for six consecutive weeks for breaking record collections with \$550,000 in donations

Olivella's

Plano, TX

Hostess, Server

May 20XX – June 20XX

- Managed all phone and online reservations, and arranged seating for over 300 customers 3 days a week
- Coordinated with kitchen and delivery staff to complete over 400 to-go and in-house orders each night

LEADERSHIP EXPERIENCE

Hawks Programming Council

Plano, TX

President, Orientation Director,
General Member

August 20XX – June 20XX

- Directed a group of 18 ambitious students to plan 9 large activities for student body population
- Organized and implemented events for over 400 students including school dances, incoming student orientation program and mini-conference series for each grade level

Relay For Life

Plano, Texas

Team Retention, Recruiting Chair

May – Aug 20XX, 20XX

- Doubled new sponsors and participating teams by creating advertising campaigns, contacting neighborhood business, and offering increased exposure through event
- Raised over \$1,500 for cancer research, contributing to overall event goal of \$30,000

SKILLS

- Language: Conversational at Business level in English and Spanish
- Computer: Proficient with Microsoft Word, Excel, Access, PowerPoint, and Outlook
- CPR-Certified