

Sarah J. Student
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OBJECTIVE:

A management position with Simon Industries where my team orientation, excellent communications skills, and ability to overcome obstacles can contribute to the success of the company.

MANAGEMENT AND TEAM BUILDING:

Managed up to 10 people in general labor, customer service, and administration in an independent lawn care and landscaping business. Turnover maintained below 5 percent in a high-turnover industry.

Successfully organized 57 volunteers for the 2002 Saginaw County Habitat for Humanity Building Blitz resulting in the completion of a home in one week.

Created an athletics orientation program for parents with children on varsity sports teams that significantly increased participation in fund-raising and support events.

CUSTOMER ORIENTATION AND SALES:

Utilized excellent interpersonal communication and sales skills to grow client base by 30 percent over three years in a very competitive lawn care market.

Received very positive customer testimonials from the majority of clients. Leveraged strong customer relationships when generating new accounts.

FINANCIAL:

Responsible for all record keeping, accounts payable and receivable, payroll administration, and yearly forecasting as the owner/operator of a very successful small business.

WORK EXPERIENCE:

Owner/Operator, No Worry Lawn Care, Saginaw, Michigan 1995– Present
Home Childcare Provider, Saginaw, Michigan 1987– 1995

Also held various part-time retail sales positions to help pay for education.

EDUCATION:

Bachelor of Arts in Communication, 1987
Saginaw Valley State University

REFERENCES:

Available upon request.