# Sara Jane Anderson

# 1103 Elizabeth Lane, Maidens, Virginia 23102*Phone:* 804-337-5729 Email: sarajaneanderson3@gmail.com

## Career Objectives

I would like to become a Registered Nurse and work in the emergency trauma department.

## Education

Goochland High School

Advanced High School Diploma, 2016

GPA 4.07

Longwood University Nursing

Health Education Minor

Class of 2021

**Work Experience**

### Concession Stand: Goochland Youth Athletic Association-Goochland, VA Phone: 804-647-4412

Fall 2013 to Fall 2014
Responsibilities:

* Using a cash register, handling and counting money, making change, preparing food.

**Receptionist: Insulation Specialties Incorporated - Hopewell, VA** Phone: 1-804-458-1555

June 2013 to June 2015
Responsibilities:

* Answer phones, File paperwork, Computer work, develop and maintain a database.

**Nanny** Richard Marks, III – Denver, CO Phone: 303-317-5451

July 2015-August 2015

**Responsibilities:**

* Take care of an 8 year old and a 9 year old, plan activities, laundry, cleaning.

 **Sales Associate** Michaels- Glen Allen, VA Phone: 804-261-7991

 May 2016 – August 2016

 **Responsibilities:**

* Run cash register, stock items, assist customers

**Lead Counselor-** Challenge Island

June 2017- Present

**Responsibilities:**

* Lead camp activities, watch groups of 30 children between the ages of 5-8

## Additional Experience

### Volunteer Experience

* **Goochland Baptist Church**- Mission Trip 2013
* **Child Development Center at Wyndham**- Summer 2013
* **FACES**- Food Pantry- 2016-18 School year
* **White Bird Horse Rescue**- 2016-18 School year

### Involvement

* International Thespian Society - Historian, Member for 3 years
* Goochland Drama Club - Drama Veteran, 5 years. Both technical and performing experience.
* National Honor Society- Member for 3 years
* Member of Sigma Sigma Sigma Alpha Chapter:
	+ Special Projects Chair: 2017-2018
	+ Founders Day/Parents Day Chair: 2017-2018
	+ Sisterhood Chair: 2018- Present

## References

### Joseph Marshall

Relationship: Supervisor Affiliation: Insulation Specialties Incorporated
Address: 501 Westover Ave Hopewell, VA 23860
Phone: 8044581555

**Ashley Fisher**

**Relationship**: Boss

**Affiliation:** Challenge Island West End

**Phone Number:** 804-920-7492