

Sarah Whitten

103 Grace Street, Chase City VA 23924

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Summary

Enthusiastic [teacher](#) with superb leadership and communication skills. Easily cultivates trusting and productive relationships with students, parents, teachers and administration.

Highlights

- Standardized testing techniques
- ActivInspire knowledge
- Flexible and adaptive
- Title I knowledge
- MS Office proficient
- First Aid and CPR Certified
- Strong communicator
- National Education Association

Accomplishments

Facilitated small reading and writing groups, phonics groups and math groups for grades [Kindergarten](#) through third. Designed weekly lesson plans focused on age and level-appropriate material. Chaperoned the [Pre-K](#) trip with [25](#) students. Lesson Planning: Introduced new learning methods to ensure total comprehension for all students.

Experience

Retail Sales

June 2015 to Current

Hite's Clothing — Clarksville, VA

Computed sales prices, total purchases and processed payments. Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices. Guided customers in choosing items that reflected personal style and shape. Built and maintained effective relationships with peers and upper management. Assisted with buying over the counter and communicating with retail merchants. Designed displays to make the store experience interactive and engaging.

Waitress

May 2010 to November 2015

The Lake House Restaurant — Clarksville, VA

Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests. Managed closing duties, including restocking items and reconciliation of the cash drawer.

Education

Bachelor of Science : Liberal Studies, 2017

Longwood University — Farmville, VA, US

Minor in [English](#), Coursework in Health and Safety for Children, Child Abuse Awareness training, Elementary Education coursework, Dean's List Academic Achievement Award, Liberal Arts coursework, Education 360 Seminar