

Sarah Torres

Montgomery, Alabama

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EDUCATION

Bachelor of Science in Business Administration

Auburn University at Montgomery, Montgomery, AL, expected graduation August 2023

Major: General Business

GPA: 3.72/4.0

Associate in Arts, May 2020

XYZ Community College, Montgomery, AL

Major: Business Management

GPA: 3.2/4.0

EXPERIENCE

Facility Supervisor, WorkOuts Fitness Center, Montgomery, AL, September 2021 – present

- Supervise staff and events to ensure efficient operations
- Train new workers to use the point-of-sale and membership systems
- Resolve conflicts with staff and customers
- Identify and resolve computer system issues

Assistant Store Manager, Retail You, Montgomery, AL, June 2018 – August 2021

- Trained and motivated a 15-person team about new products and promotion
- Created successful incentives and provided beneficial feedback for my team
- Planned the monthly work schedules and yearly vacation schedules

LEADERSHIP

Peer Mentor, August 2022 – present

Event Coordinator, Student Government Association, September 2021 – present

President, College of Business Ambassador Club, September 2021 – August 2022

ACTIVITIES

Investment Club member, August 2022 – present

Dog walker, Elmore County Humane Society, Summer 2020

Annual Community Clean-Up Day participant, 2019 – present

HONORS/AWARDS

Helping Hands Scholarship

Dean's List for 6 semesters

SKILLS

- Communication
- Empathy
- Cultural Intelligence
- Time Management
- Teamwork and Collaboration
- Microsoft Office Suite
- Fluent in English and Spanish