

# Sara Renae Hee Yeon Hinrichs

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## Objectives

My goals for the immediate future are to obtain a position at the Merit Corporation as an administrative assistant while earning a degree in business marketing.

## Professional Strengths

- Ability to learn rapidly, follow procedure, and track details
- Excellent attendance and punctuality records, sound work ethic
- Goal setting abilities, leadership qualities, ownership of responsibilities

## Awards

FBLA District Leadership Conference, Job Interview 2<sup>nd</sup> Place Award  
Volleyball All-Conference Honorable Mention 2002-2003  
Who's Who in Sports 1999-2002  
Aims Math and Science Fair Participant 1999-2000

## Education

Windsor High School, Windsor, CO  
High School diploma May 2003  
College Credit Classes: Algebra, USA History, Composition and Literature  
GPA: 3.3095 Business GPA: 3.25 ACT Score: 23  
Core Classes: Calculus, Chemistry I-II, Honors Literature, Psychology I-II, Sociology, Spanish I-III, USA Government  
Business Classes: Cooperative Office Education, Business Office Education, PC Applications I-II  
Academic Distinctions: National Honor Society, National Honor Roll, Honor Roll, Academic All-Star, Academic All-State,  
Who's Who among American High School Students, Masonic Lodge Award of Outstanding Achievement

## Skills

Technical Skills: Windows/Office 2000, Microsoft Word, Excel, Internet Explorer, Outlook, PowerPoint  
Business Skills: Accurately produce charts, graphs, spreadsheets, business letters, and memos

## Work Experience

New Frontier Bank, 1130 Main Street, Windsor, CO  
Supervisor: Ms. Leslie Howe, 970-670-9080  
Dates: August, 2002-Present

- Provide quality customer service by developing strong relationships with bank patrons
- Handle deposits, withdrawals, and payments amounting to \$3,000,000
- Enhanced accuracy and efficiency as well as teamwork and communication abilities

Senor Jalapenos, 1039 Main Street, Windsor, CO  
Supervisor: Mrs. Denise Ortega, 970-686-7857  
Dates: May, 2000-August, 2002

- Focused on providing excellent customer service, resulting in compliments from patrons for my abilities
- Demonstrated professional telephone etiquette as well as professional customer interaction
- Sharpened my abilities to handle stressful, hectic workloads

## Involvements

Student Government 1999-2003

- Freshmen Class Vice-President 1999-2000, Junior Class Secretary 2001-2002, Tri-Valley Conference 2000

Fellowship of Christian Athletes 1998-2000

- Huddle Leader 1998

Future Business Leaders of America 2001-2003

- District Meet 2003, Crop Walk 2002

Rocky Mountain Region Volleyball 1997-2002

- Midway Juniors Volleyball Club 2001-2002, Norco Volleyball Club 2001-2002

Windsor High School Volleyball 1999-2002

- Varsity Letter 2000-2002, Team Captain 2002, Camp Instructor 1999-2001