

SARAH SEMARK

102-5240 Green St.
Halifax, NS B3H 1N7
(902) 444-2942

Summary of Qualifications

Having several years' experience in the service industry, I am client-oriented and practise effective time-management and problem-solving skills. I adapt rapidly to new environments and can work within organizational frames in order to maximize my productivity.

June '03 – present	Cash Attendant	Ultramar (Halifax NS)
<ul style="list-style-type: none">restaurant managerstore maintenance & upkeep	<ul style="list-style-type: none">employee trainingcontrol cash & aid customers	

January '03 – June '03	Store Clerk	Point Pleasant Lodge (Halifax NS)
<ul style="list-style-type: none">opening & closing functions dailysole responsibility for canteen	<ul style="list-style-type: none">maintained & requested inventorygeneral kitchen help duties	

October '01 – August '02	Sidewalker	TROtt (Greely ON)
<ul style="list-style-type: none">groomed, tacked, & untacked horsesensured safety of disabled children	<ul style="list-style-type: none">developed trust relationships with children and quelled fears, focused attentions	

October '01 – August '02	Cash Attendant	HDS Relay (Ottawa ON)
<ul style="list-style-type: none">cashing off & closing functionsinventory restocking, upkeep	<ul style="list-style-type: none">handled large amounts of cashworked rapidly in busy airport setting	

June '00 – July '01	Correspondent	vtrybe (Brooklyn NY)
<ul style="list-style-type: none">wrote articles on a monthly basismoderated posts on public forums	<ul style="list-style-type: none">maintained & improved upon writing quality, as evidenced by bonuses	

Summer '00	Webmaster	Pyramid Solutions (Ottawa ON)
<ul style="list-style-type: none">redesigned & restructured corporate website in keeping with client's demands	<ul style="list-style-type: none">worked with HTML, DHTML, javascript, FTP servers, and various imaging programs	

2003 - 2004	Graphic Design	NSCC (Halifax NS)
<ul style="list-style-type: none">accepted into Graphic Design program by exception	<ul style="list-style-type: none">to graduate with diploma in Graphic Design April 2004	

2002 - 2003	Journalism	University of King's College (Halifax NS)
<ul style="list-style-type: none">took journalism and FYP	<ul style="list-style-type: none">maintained B average	

2001 - 2002	Literary Arts	Canterbury HS (Ottawa ON)
<ul style="list-style-type: none">accepted into specialized arts program (creative writing) by exception	<ul style="list-style-type: none">OSSD earned June 2002	

1996 - 2001	North Dundas District HS (Chesterville ON)	
<ul style="list-style-type: none">involved in peer tutoring and teacher assistance programs	<ul style="list-style-type: none">maintained high scholastic achievement records	

Skills & Abilites

<ul style="list-style-type: none">hardworking & motivatedpersonable	<ul style="list-style-type: none">reliable & responsibleindependent
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REFERENCES AVAILABLE UPON REQUEST