

Stephanie Saunders

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Qualifications

- Strong Work Ethic
- Initiator & Leader
- Organized & Detail Oriented
- Marketing & Advertising, DECA
- Volunteer & Humanitarian
- Flexibility & Adaptability
- Supervision & Management
- Administration & Coordination

Education

Bachelor of Arts, Business Administration, Seattle Pacific University, Seattle, WA

Anticipated Graduation June 2010

3.5 Cumulative GPA: three quarters on Dean's List; one quarter on President's List

Relevant Projects

"International Business," Seattle Pacific University

- Researched trade patterns between Mexico and United States over past five years, and completed 10 page detailed term paper discussing this trade relationship

"Marketing and Society," Seattle Pacific University

- Played key role in creating 75 page Marketing Plan, including strategy and implementation, for small business

Accomplishments & Experience

Office Assistant, Seattle Counseling Center, Seattle, WA

September 2008-Present

- Perform a wide variety of administrative tasks ahead of time, efficiently and effectively
- Provide excellent customer service at front desk
- Trusted with confidential files and managed data entry
- Manage Outlook schedules and appointments for five CDC counselors

Supervisor and Server, Ruth Chris Steakhouse, Port Orchard, WA

June 2006 – September 2008

- Supervised and performed managerial duties for staff and facilities, and trained new staff
- Prepared banquet rooms for up to 300 guests, and scheduled events and settled customer payments

Volunteer Experience

Preschool Child Care Volunteer, Seattle, WA August 2007 – September 2008

Breast Cancer Fundraising, Shoreline, WA, October 2006

Volunteer Camp Coordinator, El Salvador, August 2004, June 2005 – July 2005

Hospital Volunteer, Children's Hospital, Seattle, WA, April 2005

Game Director, East Seattle Elementary, Port Orchard, WA, October 2005

Elementary Girls Counselor, Seattle, WA, September 2001 – June 2005