

# SARA POGUE

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## EDUCATION

### ASSOCIATE IN BUSINESS ADMINISTRATION

Bakersfield College

2025

GPA 3.88

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## EXPERIENCE

### EVENT COORDINATOR

Lavender Initiatives

2024-PRESENT

Worked in an office at a community college, assisted in planning and executing events for the students and community. Overlooked and assisted multiple school clubs. Maintained the social medias for the program and college clubs overlooked.

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### SERVER

Jin Sushi

2022-2023

Greeted and sat customers and assisted take out customers. Attended to customers in the dining room, took orders, served food, and checked on them throughout dining experience. Kept the restaurant stocked and clean.

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### CASHIER

Michaels

2021-2022

Greeted customers. Assisted in helping customers find the merchandise they are looking for, pointed out new merchandise to up sales. Took inventory and assisted in order making. Kept store clean and stocked throughout the day.

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## SKILLS AND CERTIFICATIONS

- Cart/limo trained
  - Creativity and problem solving
  - Microsoft program proficient
  - Project management
  - Research
  - Digital skills
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