

Sarah Fox

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Work Experience

ROI Marketing Applications, Intern, 20 hours/week *Aug. 2023 – Dec. 2023*

- Developed and managed content calendars to ensure timely, engaging posts.
- Created visually compelling and on-brand Instagram posts, driving increased engagement and brand visibility.
- Collaborated with the team to monitor and respond to client revisions, fostering positive client relationships and improving customer satisfaction.

Scoot Education, Substitute Teacher and Teacher's Assistant, 24 hours/week *Jan. 2023 – Jun. 2024*

- Managed classroom behavior and carried out lesson plans in Kindergarten and 1st-grade classrooms
- Assisted with serving breakfast and lunch to students as substitute lunch porter

Sugar Factory, Sales, 20–40 hours/week *Dec. 2019 – June 2022; Jan. 2023 – Sep. 2024*

- Provided information about inventory to customers
- Trained new employees
- Ensured a positive customer experience by maintaining store appearance and performing quality assurance duties

Brighton Jewellery, Sales, 20–25 hours/week *June 2022 – Jan. 2023*

- Assisted customers with finding pieces that would best suit their needs
- Trained new employees
- Completed paperwork for closing and built Excel programs to track financial increases and other programs

Volunteer Work

Blind Center of Nevada, 8 hours/week *Feb. 2019 – Oct. 2019*

- Aided groups of thirty individuals with visual disabilities to participate in ceramics classes
- Fostered personal connections with patrons

Las Vegas Family Search Library, 16 hours/week *Feb. 2019 – Oct. 2019*

- Assisted patrons over the phone with navigating the organization's website and troubleshooting issues
- Coached patrons in using research technology and basic computer literacy

Education

Brigham Young University - Idaho *Degree anticipated Spring 2025*

- Bachelor of Science in Web Design, Minor in Graphic Design

Advanced Technologies Academy *Sept. 2013 – June 2017*

- High school diploma
- Majored in graphics design, which involved completing classes in animation, web design, and computer science