Resume

Sarah Phillips

Florence, AL
(256) 710-3906
sarahjphillips2003@gmail.com

Professional Summary

Mixed media artist with 2 years of experience creating digital illustrations, watercolor and acrylic paintings, and oil pastel pieces. Experienced with Adobe applications such as Illustrator and InDesign, as well as Procreate and Procreate Dreams.

Education

AUGUST 2022 - CURRENTLY ENROLLED
University of North Alabama | Florence, AL
Bachelor's in Interdisciplinary Studies
Certificate in Graphic Design

AUGUST 2017 - MAY 2021
Florence High School | Florence, AL

Experience

AUGUST 2026 - CURRENT
Odette | Florence, AL – *Server Assistant*

- Quick table maintenance, cleaning and resetting tables for customers
- Knowledge on food safety and sanitation.
- Run food out to the correct tables and provide guests and servers with any assistance needed.
- Attention to detail, setting table placements and ensuring every area of the restaurant is stocked.

JANUARY 2024 - CURRENT
Yumm Thai Sushi & Beyond | Florence, AL – *Server*

- Successfully managed up to seven tables at once, ensuring prompt service and guest satisfaction.
- Guided guests through a complex menu.
- Promoted and sold monthly specials.
- Effectively communicated any guest needs with front and back of house staff and management.
- Maintained smooth service and timing between the kitchen and guest tables.
- Remained calm and focused during high-stress shifts.

- Ensured that customers with food allergies or dietary requirements had their needs met.

NOVEMBER 2022 - JULY 2023

Geronimo Gymnastics | Florence, AL – *Gymnastics Coach & Social Media Coordinator*

- Taught basic tumbling as well as basic skills on the beam, bars, vault, and floor.
- Guided children through safe skill progressions.
- Communicated students' progress and goals with parents.
- Encouraged a positive and supportive learning environment for students and coworkers.
- Managed online pages for the gym.

NOVEMBER 2020 - OCTOBER 2022

Yumm Thai Sushi & Beyond | Florence, AL – *Hostess*

- Greeted and escorted guests to their assigned tables.
- Successfully managed an extensive waitlist as well as reservations.
- Effectively communicated with front and back of house staff and management to ensure each guest was assigned and satisfied with their service.
- Swiftly addressed any customer complaints or concerns, bringing them to management when necessary.
- Quickly cleaned and turned tables around to ensure customers were seated as soon as possible.
- Assisted coworkers with anything they needed help with.
- Performed opening and closing duties to ensure the restaurant was prepped and ready for guests.

Skills

- Procreate
- Procreate Dreams
- Adobe Illustrator
- Adobe InDesign
- Watercolor
- Acrylics
- Oil pastels
- Sketching
- Time Management
- Marketing
- Organization
- Adaptability
- Problem Solving
- Communication