Sarah Duvall

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EDUCATION/HONORS

The University of Georgia, Terry College of Business Athens, GA
Bachelor of Business Administration in Management Information Systems May 2018

- Minor: Public Health
- Overall GPA: 3.55/ 4.00
- Dean's List 2014 & 2016
- HOPE Grant Scholar Recipient

UGA Discover Abroad May 2016-June 2016
Australia and New Zealand: International Business
Fiji: Ecotourism and Sustainability

WORK EXPERIENCE

Native Cotton Boutique Suwanee, GA
Sales Associate July 2016- Present

- Contact clients regularly to maintain positive customer relationships
- Analyze market potential by researching prospective clients and profits
- Advertise products to community through social media
- Present business ideas and future goals with owner

The Wish Dish Athens, GA
Ambassador November 2015 - March 2016

- Served as a recruiter for student writers and musicians
- Coordinated college outreach by working with staff to develop marketing plans
- Generated student and public awareness of The Wish Dish Foundation by announcing new articles and communicating the impact such articles may have

LEADERSHIP AND INVOLVEMENT

Women In Business Athens, GA
Member January 2016-Present

- Adopt excellent leadership and communication skills through presentations and meetings
- Effectively network with successful female leaders and business executives

Whatever It Takes Athens, GA
Student Tutor January 2016-Present

- Mentor elementary level students in an after school program
- Work directly with students to promote positive social and educational growth

Kappa Delta Sorority- Sigma Phi Chapter Athens, GA
Recommendation Assistant January 2015-August 2016

- Generate excel documents with recommendations sent to sorority
- Collaborate with separate recruitment committees to ensure every recommendation is accounted for

Matching/Computer Committee August 2016

- Referenced excel documents from previous recruitment rounds
- Ensured UGA Campus Director got correct results from each round

Sisterhood Enrichment Team Leader August 2015-December 2015

- Organized the New Member Pledge Retreat and weekly meetings with the New Member Educator and team leaders
- Coordinated educational programs to proactively ensure positive membership involvement on and off campus
- Mentored 70 new members with their transition into college over the course of the Fall 2014

SKILLS/CERTIFICATIONS

- **Technical**: Microsoft Excel, MS Word, Signavio, RunMyProcess, Adobe, MySQL Workbench
- **Languages**: Spanish- conversational
- **Certifications**: Lean Six Sigma- Yellow Belt