**SARAH M. FARQUHAR**

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**EDUCATION**

* **Grand Valley State University August 2010-Present**
  + Mathematics Major with an emphasis on Elementary Education
  + Obtained third semester proficiency in Spanish
  + Dean’s List Scholar (Fall 2010-present)
* **Vicksburg High School August 2006 – June 2010**
  + Top 20% of 2010 Graduating Class
  + 3.7 GPA
  + Completed AP Biology, AP Calculus, AP English, AP Spanish, and AP Psychology
  + Completed Business Management Administration course

**EMPLOYMENT HISTORY**

* **GVSU Department of Music and Dance October 2011 – Present** 
  + *Student Assistant*
    - Assist students and professors on a daily basis
    - Perform daily office tasks such as answering phones, filing, and paperwork
* **Tutor Time Learning Center January 2013 – Present** 
  + *Assistant Teacher*
    - Planned daily activities for all ages, including pre-school, kindergarten, and elementary students
    - Maintained excellent relationships with parents on a daily basis
    - Created a fun and healthy learning environment for the children
* **AmeriCorps Member – EducationWorks Summer 2012**
  + *Summer Camp Counselor*
    - Philadelphia, PA
    - Created an engaging and safe learning environment for elementary and middle school students
    - Planned daily activities that incorporated educational topics as well as summer time fun
    - Tended to the needs of large groups of students
* **Apple Knockers Ice Cream Parlor April 2010 – June 2012**
  + *Server*
    - Answer phones and take customer orders
    - Prepared food
    - Played key role in customer relations and satisfaction

**COMMUNITY SERVICE**

* **Various Volunteer Opportunities 2012 – Present**
  + MLK Day of Service – Harrison Park School outdoor maintenance
  + Tutored 4th Grade students in mathematics at Mastery Charter School
  + Assisted with park preservation for Ottawa County Parks
  + Participated in multiple Service Saturdays with Habitat for Humanity
* **Alternative Breaks March 2012**
  + Traveled to Philadelphia to help in a charter school- focus on ‘Youth & Education’
    - Worked with a group of educators and 11 other peers to:
      * Assist a group of diverse learners
      * Integrate educational activities in a safe afterschool environment
      * Communicate with students the importance of continuing their education
* **Camp Fire USA Volunteer 2011**
  + Afterschool program volunteer
    - Helped students with homework, played games and participated in activities
* **Catholic Heart Work Camp 2008-2010**
  + Performed home renovations for elderly or disabled citizens

**EXTRA- CURRICULAR INVOLVEMENT & HIGHLIGHTS**

* **Gamma Phi Beta Sorority – Eta Delta Chapter Founding Member 2010**
* **Gamma Phi Beta Sorority – Eta Delta New Member Educator 2011-2012**
  + Elected by the Sorority to lead a group of 35 women and teach them about our core values, history, and organization while guiding them through their new member period.
* **GVSU New Student Orientation “Transitions Leader” 2011-2012**
  + Acted as a mentor to new students at GVSU while teaching them about the Laker Values and how to make the most out of their college experience
* **GVSU Student Council for Exceptional Children Volunteer Chairman 2012 – Present**
  + Coordinate volunteer opportunities for the organization
* **Compassionate about working with children**
* **Extraordinary leadership skills and experience**
* **Goal oriented, hard working, efficient, punctual, extremely organized**
* **Proficient in Microsoft Office 2010**
* **Red Cross Certified with CPR training**

**REFERENCES**

* **Charlyn Worthem – Supervisor at GVSU Department of Music and Dance**
  + 616-331-3484
  + [worthemc@gvsu.edu](mailto:worthemc@gvsu.edu)
* **Hayley Tucker – Site Coordinator at EducationWorks Clymer site**
  + Hayley.H.Tucker@gmail.com
* **Paula Hochstetler - Owner of Apple Knockers Ice Cream Parlor**
  + (269) 649-1880
* **Katy Stickroe - Director of Tutor Time Learning Center**
  + (616) 667-9450