**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
* **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