

Sarah K. Toler
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OBJECTIVE

To obtain job opportunities where I can utilize my education in Business Management, as well as showcase my abilities as a dedicated, hardworking, and results driven self-starter. Willing to relocate.

EDUCATION

Virginia Polytechnic Institute and State University

Bachelor of Science in Business

Major: Management; Concentration: Human Resources

- GPA: 3.0
- Dean's List: Fall 2014

Radford University

Bachelor of Science in Business

Major: Management

- GPA: 3.4
- Dean's List: Fall 2012, Spring 2012

Blacksburg, VA

August 2013-December 2015

Radford, VA

August 2011- May 2013

WORK EXPERIENCE

Forest Dance Academy

Dance Instructor and Director's Assistant

Forest, VA

Summer 2011- 2015

- Choreographed and taught students of all ages in the genres of Jazz, Contemporary, Tap, Hip Hop, Improvisation and Acrobatics
- Perform a variety of office tasks to include but not limited to:
 - Type and make schedules, send emails, assist with technical set-ups for performances, edit and type technical notes to assist in preparing for student travel, competitions and recitals

Protégé Dance Competition

Awards Coordinator

Forest, VA

Spring 2015-Present

- Coordinate the presentation of awards and scholarships including tallying the scores, organizing awards and presenting them to participants
- Check inventory of awards and other necessary items needed for award ceremony
- Lead and Supervise other award staff members

Mail America Communications

Data Entry Clerk/ HR Intern

Forest, VA

Winter 2011, Summer 2015

- Reviewed and entered benefits data into payroll systems during the annual benefits election period
- Ensured that all changed and/or additions to the health care plans for the upcoming year were acknowledged and implemented

Center of Dance

Dance Instructor

Blacksburg, VA

Fall 2014- Spring 2015

- Developed the technique of elementary level dancers, as well as taught choreography for them to perform in their annual recital

LEADERSHIP

Contemporary Dance Ensemble

Secretary

Virginia Tech

August 2015-December 2015

- Organized and managed company calendar, attendance, point records, weekly emails, etc.

Contemporary Dance Ensemble

Technical Director

Virginia Tech

August 2014- May 2015

- Managed a group of 19 members; organized all components of our company
- Planned and directed all aspects of our Fall 2014 and May 2015 showcase on campus with strong guest performers, and marketing

ADDITIONAL INFORMATION

- Computer Skills: Microsoft Word, Excel, PowerPoint, Project, Basic VBA Programming
- Advanced Excel: Excel Tables/Charts, Pivot Tables/ Charts, What-If Analysis, Lookup Functions, Data Analysis tools
- Trained in: Ballet, Tap, Jazz, Contemporary, Modern, Acrobatics, Hip Hop and Musical Theatre for 20 years
- Highly motivated, disciplined, results driven and dedicated