

Sarah "Bailey" Warren

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Education

North Carolina State University

Bachelor of Arts in Interpersonal, Organizational, and Rhetorical Communication; Jan 2014 – May 2017

- Overall GPA 3.5
- Dean's List Fall 2014 – Fall 2016
- Magna Cum Laude May 2017

University of North Carolina at Charlotte

August 2012 – December 2013

Work Experience

Tybee Vacation Rentals

Tybee Island, GA

Human Resources Intern

January 2017- April 2017

- Actively recruited and interviewed prospective employees to fill key openings within the company
- Updated company job descriptions to reflect changing roles
- Updated employee records in order to meet all applicable paperwork retention standards
- Performed background checks, checked past job verification before hiring individuals

The Steffens Family

Raleigh, NC

Nanny

July 2015 – December 2016

- Managed an active schedule of appointments including school, tutoring, and sports activities
- Handled all transportation pick up of children, including driving to out of town events
- Performed house sitting services and ran errands for the family when needed

Aqua-Tots Swim School

Raleigh, NC

Front Desk Staff

January 2015- July 2015

- Answered multi-line phone system
- Responsible for greeting customers, booking their classes, and overall building better customer relations
- Accepted payments for their classes in the form of cash, credit card, or check
- Played an integral role in the opening of the new North Raleigh location

The Rice Family

Raleigh, NC

Senior Care Assistant

January 2009 – August 2012

- Cared for an elderly couple, including a man with dementia and a blind diabetic woman
- Coordinated taking the couple to appointments, assisted with their medicines, prepared their meals, and ran errands for them

Volunteer Experience

- **Food Bank of Central & Eastern North Carolina** August 2008 – December 2016
- **Alzheimer's Association of North Carolina** October 2012 – December 2016

Organizations and Certifications

- Sigma Kappa Sorority – Fall 2012 to December 2016
- Alzheimer's Association of North Carolina – October 2012 to December 2016
- CARES Dementia Basics certified (license #6145-970-636-01) valid 03/16 - 03/18
- CARES Activities of Daily Living certified (license #7623-625-307-05) valid 03/16 - 03/18