

Sarah Herbert

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PO Box 481

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(530) 272-4912

Objective

To provide a wide range of incomparable professional services to business owners, entrepreneurs, educators, artists and building contractors that are intended to improve their businesses productivity and their overall quality of life.

Education

Nevada Union High School, Grass Valley, CA

High School Diploma, June 1996

Sierra College, Grass Valley, CA

General Education, 1997-2002

Virtual Office Professional Certificate Program 2009-present (Certificate expected 2011)

Associates Degree in General Business, 2009-present (Degree expected 2013)

Associates Degree in Business Marketing, 2009-present (Degree expected 2014)

Experience

Sarah Herbert's Virtual Services, Grass Valley, CA

Owner

June 2010-Present

Herbert's Overhead Maintenance, Grass Valley, CA

Operations Manager

February 2009-Present

Diane Nichols, Attorney of Law, Grass Valley, CA

Office/Personal Assistant

June 2009-January 2010

V'TAE Parfum & Body Care, Nevada City, CA

Account Executive

March 2004-February 2008

The Railroad Cafe, Grass Valley, CA

Waitress

April 2003-January 2004

The Pet Mine, Grass Valley, CA

Customer Service

March 2002-January 2004

Skills

Microsoft Word

Microsoft Excel

Microsoft Power Point

GoldMine 6.5

Hootsuite

Internet Explorer/Mozilla Fire Fox

Open Office

Print Shop

SageBusiness Works

Facebook/Twitter/Linked In