

# Sarah Wills

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## Education

### **Texas Tech University:** *May 2004*

- B.A. in English specializing in Technical Communication.
- Bachelor's degree earned in three years.
- Extensive study in political science and process, editing, user interface, document design, proposal writing, and business document preparation.

### **Texas Tech University:** *May 2006*

- Graduate Student studying Technical Communication and Theories of Communication: concentration in editing, user interface, and document design.
- Extensive computer knowledge, including master skills in numerous software applications
- Completed thirty hours of study: scheduled to graduate in May 2006.

## Employment

### **Office Assistant:** *2005*

The Thomas Agency

8206 Vicksburg Suite B

Lubbock, TX. 79424

- Provide new insurance quotes for current and potential clients.
- File, organize, and design internal and external documentation.
- Communicate claims issues between the insurance agency and the client.

### **Public Relations:** *2002-2004*

Copper Caboose Entertainment

5609 Avenue Q. Lubbock, TX. 79412

- Go to different businesses in the Lubbock community and give out coupons and menus for advertisement purposes.
- Created a website for Caboose Entertainment.
- Work with the company owners to decide what the most effective publications are to advertise in for Copper Caboose.

**Employee Trainer: 2002-2004**

Copper Caboose Entertainment

5609 Avenue Q. Lubbock, TX 79412

Instructed new employees on:

- How to take orders.
- Caboose Entertainment policies.
- Effective customer courtesy.
- Created a custom training video for Copper Caboose employees can watch in order to learn effective customer satisfaction.

**Cashier: 1999-2001**

H-E-B Grocery Inc.

2316 West Main St. Gatesville, TX. 76528

- Checked customers' groceries out.
- Ensured customer satisfaction.
- Responsible for up to \$10,000 at one time.

## Activities

**Texas Game Warden Association**

We organize outdoor activities for Texas youth who may not have the opportunity to experience it otherwise.

Co-Chairman and organizer of the Wild Game Feed: a fundraiser.

- Approximately 1,000 people attend.
- There is a dinner of exotic animals, raffles of approximately 100 items, and a live auction that sells hunting trips around the United States and Mexico.
- Last year, 2003, we raised \$150,000 for the Texas Game Warden Association and the youth of Texas.

**Texas Tech University High Riders**

We support Texas Tech women's athletics through attending and Publicizing women's athletic events.

**Student Exchange Club: Excel Club**

This organization works closely with the Exchange Club of Gatesville, TX. We work closely with the community and provide community services.

Served as President for 2001-2002.

- Wrote the monthly newsletter for the Excel Club, which was sent to club members and the Exchange Club members. It stated our monthly activities.
- Organized a program where club members worked at the Gatesville Care Center three times a week.
- Maintained a monthly budget of \$1,200.