

11:30a

4/13/17

(832)420-7311

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1300 Heather Ln. Little Elm, Tx

Saige Butler

Alpha Best, Prosper, Tx — Zone Leader/Teacher

August 2016 - PRESENT

- Educated grades K-5 on languages such as Mandarin and Spanish.
- Supervised children and ensured they followed set schedule and procedures.
- Communicated with parents about child progress with learning and behavior.

Gino's East, Arlington, Tx — Server

April 2015 - August 2016

- Handled and managed money from sales throughout the day
- Increased wine and food sales for the company
- Ensured all guests experienced great customer service through timelines and efficiency which supported a positive company image.
- Responsible for training new hires

ADT Security, Irving, Tx — Inside Sales Representative

October 2014 - March 2015

- Handled 70+ incoming calls daily from customers.
- Set appointments for system installs and closing sales.
- Transferred customer calls based on their needs to appropriate departments.
- Learned an unfamiliar software system for data entry.

EDUCATION

Klein Forest HS Houston, Tx — HS Diploma

August 2009- May 2013

- Graduated top 10%- 3.7 GPA
- National Honor Society
- Assisted in organizing fundraising events and UIL competitions for choir.

University of Texas at Arlington Arlington, Tx

August 2013 - May 2014

- Learned research and self-management skills
- Developed ability to work on projects with a team
- Acquired interpersonal communication skills through classes and organizations