

SARAH HUNT (she/her)

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EDUCATION

University 1 2020 – Present
University of Manitoba

High School Diploma 2020
Garden City Collegiate, Winnipeg MB

RELATED SKILLS

Communication and Teamwork Skills

- Utilized Microsoft Office and various social media platforms (Instagram, Twitter, Reddit, Facebook) to promote fundraising events and increase attendance
- Collaborated with a committee of 6 students and teachers to distribute funds to multiple charities and meet donation goals
- Interviewed organization officials to determine needs while conducting site visits of various charitable organizations
- Presented research paper to a class of more than 80 students with group of 4 team members; achieved an A+ grade

Leadership Skills

- Chaired meetings of 10-15 students and led discussion on major charitable initiative
- Trained and supported new gift shop volunteers by providing constructive feedback and modeling high customer service standards

RELEVANT VOLUNTEER EXPERIENCE

Gift Shop Volunteer 2019 – Present
Seven Oaks Hospital, Winnipeg MB

- Interacted compassionately with customers to help select items and organize delivery of gifts across the hospital
- Communicated with colleagues and volunteer manager to ensure excellent customer service
- Organized and stocked shop floor to guarantee item availability for customers
- Efficiently and accurately processed credit, debit, and cash transactions in a busy environment

Coordinator/Committee Member

2017 – 2020

Garden City Collegiate Youth in Philanthropy Committee, Winnipeg MB

- Coordinated and organized site visits of 10-15 students to various charities across the province to learn about operations
- Conducted thorough research and interviews via phone, email and in-person to find information on various charitable organizations for decision-making
- Consulted and communicated with 10-15 committee members to discuss and finalize how to distribute \$5000 to multiple charities and how the donation will be spent on a yearly basis
- Utilized Microsoft Excel to create a budget for the contributions to each charity to ensure funds were allocated appropriately
- Created a comprehensive final report on grant recommendations for the Winnipeg Foundation using Microsoft Office

INTERESTS

- Skating
- Gardening
- Volunteering