

## Sabrina Lowell

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<b>OBJECTIVE</b>	To increase my understanding of the corporate industry while furthering my practical work experience as a supplement to my current education.
<b>EDUCATION</b>	<b>Principia College, Elsah, IL</b> B.A. 2002, Business Administration major, GPA: 3.34 / 4.0
<b>COURSE WORK</b>	Intro to Business, Intro to Management Information Systems, Business Law, Microeconomics, Macroeconomics, Financial Accounting, Managerial Accounting, Managerial Finance, Marketing, Management, Statistics, Investment Strategies
<b>STUDY ABROAD</b>	JAPAN, Fall 2000, Business Focus • Studied Japanese business, management, history, and language
<b>COMPUTER SKILLS</b>	Hardware: PC, Macintosh Applications: Access, Excel, Microsoft Word, Power Point
<b>EMPLOYMENT EXPERIENCE</b>	<b>PRINCIPIA COLLEGE BOOKSTORE</b> , Student Worker, Elsah, IL • Assist customers at service desk, log in film & dry cleaning, open mail • Fill out and type purchase orders  2000-present <b>PERSONNEL OFFICE FOR HOURLY AND STUDENT EMPLOYMENT</b> , Student Worker, Elsah, IL • Independently create flyers for advertising summer employment • Send all letters, information, and contracts for hiring high school students for summer employment • Office / clerical work, post new jobs, filing, typing, answering the telephone • Enter payroll timecards into ADP  Summer of 2001 <b>MOLLY BROWN TEMPORARY AGENCY</b> , Clerical Temp, Bellevue, WA • Reception and data entry for SafeCo Insurance & Costco Corporation  Summer of 2000 <b>KIRKLAND PARKS &amp; REC DEPT</b> , Tennis Instructor, Kirkland, WA • Independently instruct beginning, and intermediate-beginning tennis classes • Create lesson plan for two adult classes of 8 players each  2000 (Nov-Jan) 2000 (June-Aug) 1999 (Nov-Jan) <b>FLOWERS FIRST</b> , Sales Assistant, Bellevue, WA • Create picture album layouts for customers to browse • Assist with simple floral design
<b>ACTIVITIES</b>	<u>Principia College</u> <b>PRINCIPIA COLLEGE WOMEN'S TENNIS TEAM</b> • Three year SLIAC Conference Champions
1999-Present	<b>Student Government</b> , House Board and Presidential Board • President (2000-2001) • Social Head (1999-2000)
2000-Present	<b>PAC</b> , Treasurer, 52 <sup>nd</sup> & 53 <sup>rd</sup> National Public Affairs Conference • Outline \$40,000 budget and create budget reports • Keep Access financial database current • Make deposits, issue petty cash, LPD's, and other payments