

# Sarah Ashley Shatford



504 Hampton Court • Raymore, Missouri 64083 • 816-877-4824 • shatford2014@gmail.com

Dear Sir or Madam,

My name is Sarah Shatford and I am interested in expanding my professional horizon by seeking new challenges in the financial field. I am a dedicated and hardworking employee who strives for continued growth and success. My resume is as follows for your viewing.

With my current position as a service banker, I have been afforded the opportunity to work closely with businesses and members of the community who seek supportive and mindful individuals to oversee their finances. By being a relationship banker I have had the opportunity to know my customers on a more personal level that has allowed me to create a well-rounded plan for their continued financial success.

I have vast experience in customer service, problem solving, community outreach, youth development, planning, employee hiring/training, and varying levels of patron involvement.

My dream of living the Florida lifestyle is my pursuit in this endeavor. I am seeking the opportunity to move to an area where the sun is shining and the weather is warm year round. I believe I will make a positive and impactful contribution to your company. I would welcome a phone call or interview and hope to hear from you at your earliest convenience. Thank you for your time and consideration.

Sincerely,

*Sarah Shatford*

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## Summary

Dedicated and focused individual who excels at prioritizing, initiating, and completing multiple projects. Collaborative, creative, and flexible team member with a growth mindset.

## Education

Ottawa University

Early Graduation – December 2017

1001 South Cedar Street, Ottawa Kansas, 66067. Degree in Sports Studies with a Concentration in Sports Administration along with a minor in Leadership & Management. Major GPA 3.81, Concentration GPA 4.0, Minor GPA 4.0, Cumulative GPA 3.83. Earned the distinction honor upon completion of oral defense and senior comprehensives.

## Experience

Country Club Bank

August 2018 – Present

Service Banker

- Cohesively work at the teller line as well as at the banker desk on a day to day basis
- Process change orders, cash checks, assist with online transfers, perform daily deposits for consumer and business customers, manage the functionality of the teller line and its processes
- Open a variety of consumer and business accounts fulfilled through relationship banking guidelines
- Assist customers with routine account maintenance, potential service needs for their accounts, and answer any questions they may have including guiding the customer in the right direction for their requests
- Work with numerous departments in the Bank to provide the best experience possible for our current and future customers

Grandview Parks & Recreation

March 2018 – August 2018

Recreation Supervisor

- Oversee youth athletic programs (Baseball, Softball, Tball, Youth Soccer, Pee Wee Soccer, Basketball, etc.)
- Oversee seasonal youth camps (Summer (10-Weeks), Winter, Spring Break(1-Week))
  - Plan camp field trips, coordinate travel services for trips
  - Plan counselor training and camp orientation
  - Work with parents and guardians throughout the entire summer regarding their camper(s)
- Hire, Train, and Supervise various amounts of seasonal staff members
- Work with South Metro Coordinators to design assorted schedules for seasonal youth athletic opportunities
- Facility maintenance operations regarding field/court preparation and facility appearance
- Work with local members of the community building relationship ties to emphasis youth athletic participation through sponsorship programs

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## Raymore Parks & Recreation

Volleyball Site Supervisor: September 2017 – October 2017

Facility Monitor: September 2017 – March 2018

Basketball Site Supervisor: January 2018 – March 2018

- Volleyball/Basketball On-Site Supervisor for regular season and post season play
- Collaborate with officials and coaches during parks & recreation scheduled games
- Manage game cards with scores and participant's signatures
- Monitor game facilities and work with on-site facility employees
- Maintain personable relationships with coaches, players and parents
- Monitor Parks and Recreation rental facility for business meetings and personal endeavors
- Assist renters in facility maintenance and property management
- Liaison for customer service with the facility and parks department

## Raymore Parks & Recreation

Summer 2017

### Camp Director

- Coordinate activities and events with camp counselors
- Assign weekly schedules for camp counselors
- Supervise weekly field trips
- Responsible for camper check-in & check-out
- Maintain documentation of registration and medical forms
- Communication with parents, campers, and counselors
- Provide feedback to counselors on a daily and weekly basis
- Collaborate with Recreation Coordinator Jerri Keith for staffer training & camp implementation

## Midwest Sports Productions

Summer 2016, 2015, 2014

### Intern Supervisor/Assistant

- Day to day operations for the completion of tournament responsibilities
- Intern training, mentoring, and evaluation
- Accounts payable and accounts receivable
- Vendor and sub-contractor communication and collaboration for national tournaments
- Tournament publications/communication
- Distribution of company advertisement
- Top Gun Events & World Fastpitch Championship Event Management Experience
- Scheduler for weekend gate staff and national championship gate staff

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## Practicum Experience

- Facility & Event Management Practicum completed with Midwest Sports Production – Fall 2016
- Coaching practicum completed with head women's soccer coach Marc Gordon – Fall 2016
- Sports Administration practicum completed with SID Katie Tooley – Spring 2017

## Accomplishments

- Ottawa University Medal of Excellence: 2016 – 2017, 2015 - 2016
- Ottawa University Dean's List: Fall 2017, Spring 2017, Fall 2016, Spring 2016, Fall 2015
- Ottawa University Dean's Honor Roll: Spring 2015
- KCAC Softball Scholar Athlete: 2016-2017, 2015-2016, 2014-2015
- All KCAC Academic Award: 2015-2016

## References

- Nathan Musteen
  - Raymore Parks & Recreation Director
  - Office Phone: 816-322-2791
  - Email: nmusteen@raymore.com
- Arabie Conner
  - Ottawa University Athletic Director, Assistant interviewer on Oral Defense
  - Office Phone: 785-248-2600
  - Email: arabie.conner@ottawa.edu
- Andrew Carrier
  - Ottawa University Professor, Head Interviewer on Oral Defense
  - Office Phone: 785-248-2602
  - Email: andy.carrier@ottawa.edu
- Jeremy McDowell
  - Midwest Sports Production CEO, Supervisor
  - Office Phone: 913-543-6116
  - Email: Jeremy@playmsp.com
- Jerri Lynn Keith
  - Former Raymore Parks & Recreation - Recreation Coordinator, Supervisor during Internship
  - Cell Phone: 816-309-8612
  - Email: soccerboys@comcast.net