

SARAH MIKE

480 Evergreen Ct. New Richmond, WI 54017
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EDUCATION

| | | |
|---|---|----------|
| Bachelor of Arts <i>University of Minnesota Duluth</i> | Major: Criminology Minor: Sociology Major GPA: 3.24 / 4.00 Honors, Dean's List Spring 2009 | May 2010 |
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WORK EXPERIENCE

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|---|--|------------------------|
| On Call Work Production Assistant <i>St. Croix County</i> <i>St. Croix Industries</i> <i>(New Richmond, WI)</i> | <ul style="list-style-type: none">• Assist in vocational training of clients• Teach clients appropriate behavior and community interaction skills when on community outings• Supervise group activities | August 2010-Present |
| EBD Educational Assistant <i>Hudson School District</i> <i>E.P Rock Elementary</i> <i>(Hudson, WI)</i> | <ul style="list-style-type: none">• Assisted students in accomplishing their academic tasks• Enforced positive behaviors in students• Assisted EBD teacher in the instruction of social skills lessons• Supervised students outside of classroom (i.e. fieldtrips, lunch, recess) | October 2010-June 2011 |
| Intern <i>Carlton County Juvenile Probation (Carlton, MN)</i> | <ul style="list-style-type: none">• Assisted Juvenile Agents in Court• Assisted with basic case maintenance.• Assisted Juvenile Agents in field visits and staffings with clients and their families• Assisted in the establishment and maintenance of the Carlton County Communities Restorative Justice Program | January 2010-May 2010 |

Student Custodian

*University of Minnesota Duluth
Facilities Management
(Duluth, MN)*

- Cleaned and maintained university facilities
- Participated in monthly safety training sessions
- Assisted in training of new employees

October 2007-May
2010

Office Assistant

*Rivers Edge Campground
(Somerset, WI)*

- Managed customer relations
- Coordinated camping reservations
- Maintained reservation filing system

May 2002-August 2007

Office Assistant

*National Refund Marketing
Services
(New Richmond, WI)*

- Maintained sales data entry
- Packaged and shipped orders

May 2006-September
2006

References available upon request