

Sarah Taylor

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FULL WORK HISTORY

October 2022 – Present	High Plains Specialties	Wheatland, WY
Co-Owner/Producer		
	<ul style="list-style-type: none">Personal and Commercial Lines Insurance	
April 2022 – Present	Platte County Weed and Pest	Wheatland, WY
Mapping Coordinator		
	<ul style="list-style-type: none">ArcGIS SystemsWebsite ManagementOffice AssistantSafety Officer	
November 2021 – Present	BakehausCo.	Wheatland, WY
Owner/Operator		
	<ul style="list-style-type: none">Home based bakery	
December 2019 – April 2022	Hilltop Bar and Grill	Wheatland, WY
Evening Manager		
	<ul style="list-style-type: none">Making and serving alcoholic beverages/Cooking.Collection of money/Answering phones and resolving customer issues.Personnel relations and scheduling.Ordering Product.Coordinating Special Events	
April 2018 – January 2022	Farmers Insurance	Wheatland, WY
Resident Producer		
	<ul style="list-style-type: none">Collection of money/Answering phones and resolving customer issues.Managing and Servicing Customer PoliciesWriting Customer Policies	
April 2018 – April 2019	Wheatland Country Club	Wheatland, WY
Club Manager		
	<ul style="list-style-type: none">Making and serving alcoholic beverages/Cooking.Collection of money/Answering phones and resolving customer issues.Personnel relations and scheduling.Ordering Product.Coordinating Special Events	

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November 2017 – Present
Online Business Manager/Founder

Assisting ETC

Wheatland, WY

- Virtual Assistant Management: Provide businesses with tailored support in finding, hiring, and managing virtual assistants, optimizing team productivity and efficiency.
- Multimedia Content Creation: Design engaging graphics, videos, and social media posts to enhance brand visibility and support digital marketing efforts.
- Social Media Management: Strategize and oversee social media accounts to build brand presence and connect with audiences across various platforms.
- Graphic Design and Video Editing: Create visual assets and edit multimedia content, ensuring cohesive branding and professional presentation.
- Business Support Services: Offer Wyoming Registered Agent services, local mail management, courier services, Notary Public services, and Property & Casualty Insurance solutions to meet clients' business needs.

August 2017 – May 2018
Deputy Treasurer

Platte County Treasurer's Office

Wheatland, WY

- General Office Duties
- Customer Service
- Vehicle Registration
- Sales Tax Collection
- Property Tax Collection

March 2017 – December 2019
Bartender

Landmark Bar

Wheatland, WY

- Making and serving alcoholic beverages/Cooking.
- Collection of money/Answering phones and resolving customer issues.

May 2016 – October 2016
Information Technologies

Prairie Business Solutions

Wheatland, WY

- Liaison between Platte County Employees and Colorado based IT company.
- On site responder for IT issues.

October 2015 – May 2017 Laramie Range Processing/Prairie Monarch Bison Ranch Wheatland, WY
Plant Manager

- General Office Duties
- Scheduling of Animals for slaughter/butcher
- Advertising
- Billing
- Scheduling of Employees
- Leader of slaughter/butcher operations

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- Worked closely with owner to become state and federal compliant and blossoming budding business into a successful, consistently in-the-black organization.
- Cleaning
- Collection of money/Answering phones and resolving customer issues.
- Organization of business files and records.
- Packaging of Wild Game and Bison Products.
- Ranch documentation.
- Young animal vaccination.

May 2013 – April 2015	Chutes Saloon	Douglas, WY
Bartender (Bar Manager April 2015 – November 2015)		
	<ul style="list-style-type: none">• Making and serving alcoholic beverages/Cooking.• Collection of money/Answering phones and resolving customer issues.• Personnel relations and scheduling.• Ordering Product.• Coordinating Special Events.	
April 2015 – September 2015	Four Aces	Glenrock, WY
Bartender		
	<ul style="list-style-type: none">• Making and serving alcoholic beverages/Cooking.• Collection of money/Answering phones and resolving customer issues.	
May 2014 – September 2014	Sonic	Casper, WY
Skatehop		
	<ul style="list-style-type: none">• Fast food sales• Car delivery on roller skates• Cash handling• Basic Cleaning Duties	
August 2011 – May 2013	Wyoming Behavioral Institute	Casper, WY
Doctor's Assistant		
	<ul style="list-style-type: none">• Responsible for Doctor/Patient communications and scheduling; patient liaison.• Assisting with Urine Drug Screens, assisting with DBT groups, and inpatient treatment teams.• Assisting with prescription preparation, patient assistance programs, and sample tracking.• General office duties including, but not limited to filing, answering phones, and basic correspondence.	
April 2009 – September 2009	Platte River Restaurant	Casper, WY
Server		
	<ul style="list-style-type: none">• Waiting tables	

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June 2009 – November 2009

Southwest XRAY

Bar Nunn, WY

Radiographer Assistant

- Porosity testing for welds for oil field usage

March 2008 – May 2012

Chatters Bar and Grill

Bar Nunn, WY

Bartender/Night Manager

- Making and serving alcoholic beverages/Cooking.
- Collection of money/Answering phones and resolving customer issues.
- Broadening Marketing and Clientele/Events Coordination.

October 2007 – April 2008

Papa John's

Casper, WY

Delivery Driver

- Delivering pizza to requested destination, collection of money, and answering phones and taking orders while on site.

July 2007 – September 2007

Anderson Signs

Casper, WY

Flagger

- Flagging and direction of traffic in construction areas.

November 2005 - July 2007

Menard, INC.

Eau Claire, WI

Marketing Analyst/Advertising Technician

- Responsible for organizing all correspondence and SKU information for specific buying groups to benefit Menard, INC.
- Communication with vendors and product representatives to negotiate sale prices and inventory.
- General office duties.
- Use of Adobe Creative Suite CS2 - i.e. Photoshop, Illustrator, and PageBuilder, as well as Acrobat Reader and QuarkXPress 7.
- Working Knowledge of CMYK vs. RGB color-scale printing.
- Conversion of pages to XML format for website advertising.

September 2004 - October 2006

Comfort Inn

Menomonie, WI

Auditor

- Nightly books/paperwork.
- Customer Service.
- Laundry.

September 2003 - June 2005

Lammer's Meat Market

Menomonie, WI

Meat Cutter

- Cut and prepare meat products for retail sale. (Mainly beef, pork, chicken, fish and specialty products.)
- Working knowledge of preparing, mixing, tenderizing, weighing, and packing meat products.
- Use of applicable hand and power-tools in a meat-room.

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- Customer service/Minor cleaning duties.

September 2001 - June 2003
Cashier

Huffer's Food Pride

Wheatland, WY

- Stocking Shelves/Cashiering and Cash handling.
- Customer Service/Minor cleaning duties.

May 2000 - May 2003
Housekeeper

Motel 6

Wheatland, WY

- Cleaning of guest rooms/Laundry service.

September 1997 - September 2001
File Clerk

Burns Insurance

Wheatland, WY

- Answering phones/Filing and copying, customer correspondence.