

Sarah Taylor

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FULL WORK HISTORY

October 2022 – Present Co-Owner/Producer	High Plains Specialties	Wheatland, WY
<ul style="list-style-type: none">• Personal and Commercial Lines Insurance		
April 2022 – Present Mapping Coordinator	Platte County Weed and Pest	Wheatland, WY
<ul style="list-style-type: none">• ArcGIS Systems• Website Management• Office Assistant• Safety Officer		
November 2021 – Present Owner/Operator	BakehausCo.	Wheatland, WY
<ul style="list-style-type: none">• Home based bakery		
December 2019 – April 2022 Evening Manager	Hilltop Bar and Grill	Wheatland, WY
<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 Resident Producer	Farmers Insurance	Wheatland, WY
<ul style="list-style-type: none">• Collection of money/Answering phones and resolving customer issues.• Managing and Servicing Customer Policies• Writing Customer Policies		
April 2018 – April 2019 Club Manager	Wheatland Country Club	Wheatland, WY
<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 **Assisting ETC** Wheatland, WY
Online Business Manager/Founder

- 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 **Platte County Treasurer's Office** Wheatland, WY
Deputy Treasurer

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

March 2017 – December 2019 **Landmark Bar** Wheatland, WY
Bartender

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

May 2016 – October 2016 **Prairie Business Solutions** Wheatland, WY
Information Technologies

- 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)

- 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

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

May 2014 – September 2014 **Sonic** Casper, WY

Skatehop

- 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

- 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

- 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

Huffer's Food Pride

Wheatland, WY

Cashier

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

May 2000 - May 2003

Motel 6

Wheatland, WY

Housekeeper

- Cleaning of guest rooms/Laundry service.

September 1997 - September 2001

Burns Insurance

Wheatland, WY

File Clerk

- Answering phones/Filing and copying, customer correspondence.