

Sara Ann Schimpf

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Education

University of North Carolina at Wilmington

Wilmington, NC

Bachelor of Arts in Communication Studies

2019

Minor in Digital Arts

GPA- 3.53

Experience

Netflix- “Echoes” Production

Wilmington, NC

Wardrobe Assistant/Costumer

August 2021-December 2021

- Assist costume department with returns and shopping.
- Organize incoming clothes and accessories.
- Dress background actors in a fast-paced environment, managing time in accordance with the production’s shooting schedule.

Hibachi Bistro LLC

Wilmington, NC

General Manager

May 2019-August 2021

- Oversee day-to-day business operations for 2 locations on the sales floor by fostering deep professional relationships with wholesale contacts and customers.
- Interview, hire and train a team of 22 front-of-house employees on all aspects of operations, menu, food/service quality, and performance expectations.
- Maximize profits through effective cost control, staff scheduling, inventory management, and ordering using Microsoft Excel.
- Facilitate monthly staff meetings to provide updates, deliver announcements, solicit feedback, share information and participate in a team environment.

Shift Leader

August 2015-May 2019

- Worked 30+ hours per week while maintaining a full-time course load.
- Trained and supervised staff members. Provided input for new hire performance reviews and identify areas for additional training.
- Provided excellent customer service by managing complaints, refunds, and questions using effective interpersonal communication and problem-solving skills.

Social Media Strategy Group

Wilmington, NC

Interned as a Junior Account Manager

July 2018-October 2018

- Managed social media advertising and marketing for 4 different companies including Stacy’s Podiatric, Hibachi Bistro, Vital Construct, Rodzik Law Group, and Epic Food Co. on channels such as Facebook, Twitter, and Instagram.
- Assembled strategic direction for clients, creating account growth goals and monitoring progress by tracking consumer interaction percentages.
- Designed original branded graphics weekly on Adobe Illustrator, Photoshop, and Canva.
- Researched and analyzed articles to incorporate into social media content.