

# Sage Fox Donnelly

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**12/01/2025**

## **Hiring Committee**

Children's Campus

Dear Hiring Committee,

I am writing to Apple for the Part Time Student Aide Position at the Children's Campus. As a current junior at Rutgers university, an experience in childcare and a strong interest in children's development, I would love the opportunity to be a part of and support your team. Helping create a positive, safe and engaging environment for younger children. Through my previous babysitting experience through the years, I have gained confidence managing things like routines, keeping children engaged with educational tools, or even resolving small conflicts. I do understand the importance of patience, consistency and clear communication especially when caring for younger learners. I would say I am very dependable, organized and comfortable taking initiative when it is needed.

As a student, I bring a genuine enthusiasm for working with children and having the flexibility to adapt to different tasks and situations throughout the day. I would be very excited to contribute to a setting that values hands-on learning, educating the younger generation and creating an environment where they are comfortable to do so. I am eager to assist teachers or staff in any way that can support and contribute to the classroom and overall program.

Thank you very much for your time and consideration. I would appreciate the opportunity to discuss how I can contribute to the Children's Campus team!

Sincerely,

Sage Donnelly

## Professional Summary

Motivated and reliable young professional with hands-on experience in fast-paced customer service roles across food service and retail. Demonstrating a strong work ethic by maintaining consistent employment from age 14 while balancing high school and earning an associate degree. Recognized for punctuality, adaptability, and teamwork, with proven skills in customer service, communication, and problem-solving.

## Key Skills

- Customer Service & Communication
- Point-of-Sale (POS) Systems
- Conversant in Spanish
- Cash Handling & Register Operations
- Microsoft Word & Excel
- Food Prep & Safety Procedures
- Time Management & Reliability
- Team Collaboration
- Fast-Paced, High-Volume Environments

## Work Experience

### Shift Leader

*Jersey Mike's Subs – Chester, NJ | 2022 – Present*

- Supervise team members and oversee daily store operations during shifts.
- Train and mentor new staff in customer service, food prep, and safety standards.
- Open and close stores, handle cash/deposits, and resolve customer concerns.
- Ensure product quality and speed of service in a high-volume environment.

### Cashier & Store Associate

*Kings Food Markets – Mendham, NJ | Aug 2019 – 2021 (Seasonal)*

- Operated POS register, processed payments, and assisted with customer inquiries.
- Maintained organized shelves and displays, ensuring clean and inviting store conditions.
- Supported team with stocking, bagging, and light janitorial duties during peak times.

### Team Member

*Mendham Bagel – Mendham, NJ | June 2017 – 2019*

- Took customer orders and prepared fresh bagels, sandwiches, and coffee drinks.

- Managed cash register and balanced drawer at end of shift.
- Cleaned kitchen and dining areas, performed opening/closing tasks.
- Developed strong customer service skills in a fast-paced environment.

### **Babysitter / Pet & House Sitter**

*Private Families – Mendham, NJ | Ongoing*

- Provided responsible care for children, pets, and homes while families were away.
- Handled meal prep, bedtime routines, dog walking, and basic house maintenance.
- Build long-term trust with multiple families through reliability and clear communication.

## **Education**

### **Rutgers University – New Brunswick, NJ**

*Bachelor of Arts (Expected 2027)*

Major: Psychology / Education

Activities: American cancer society, FSA, psych alliance, 19 ongoing credits

### **County College of Morris – Randolph, NJ**

*Associate of Arts | 2023 – 2025*

### **West Morris Mendham High School – Mendham, NJ**

*High School Diploma | 2019 – 2023*

*Activities: Relay for life, service club, JV fieldhockey, JV swimming*

## **Certifications**

- CPR & AED Certified – American Red Cross (Current)
- First Aid Certified – American Red Cross (Current)

## **Volunteer Experience**

### **Earth Day Community Clean-Up – Mendham, NJ**

*Volunteer | April 2022 & 2023*

- Collected litter and contributed to community beautification projects.

## **Blood Drive Volunteer – American Red Cross**

*Volunteer | 2022 – 2023*

- Assisted in setting up donation sites, checking in donors, and providing post-donation support.
- Helped organize and promote local blood drives at school and in the community.