

Sarry Charleston

Willow Grove, PA • charlestonsarry2@gmail.com

EDUCATION

FOX SCHOOL OF BUSINESS - TEMPLE UNIVERSITY

PHILADELPHIA, PA

Bachelor of Business Administration

Graduation: Spring 2028

DOUBLE MAJOR IN MANAGEMENT INFORMATION SYSTEMS & ACCOUNTING

Relevant Coursework: Risk Management & Insurance, Digital Systems, Statistical Business Analytics

MONTGOMERY COUNTY COMMUNITY COLLEGE

BLUE BELL, PA

Associate of Science in Business Administration - Dean's List Spring & Summer 2025 **January 2023 – May 2025**

Relevant Coursework: Micro & Macroeconomics, Business Law, Financial & Managerial Accounting, Marketing.

WORK EXPERIENCE

KIDS CRE8TIVE CARE

WARMINSTER, PA

Assistant Teacher

MARCH 2024 – PRESENT

- Creating a safe and supportive learning environment for students.
- Providing guidance to students in their social, emotional, physical, and cognitive development.
- Developing positive relationships with students, parents, and staff.

WHOLE FOODS MARKET

JENKINTOWN, PA

RETAIL & SERVICE ASSOCIATE

January 2022 - April 2024

- Enhanced store presentation by creating attractive, organized merchandise displays and maintaining inventory accuracy.
- Implemented upselling and cross-selling techniques that increased overall sales performance.
- Managed inventory levels and ensured timely product replenishment to optimize customer experience.

STEVE'S PRINCE OF STEAKS

PHILADELPHIA, PA

Cashier & Server

April 2022 - December 2022

- Provided prompt and courteous service, efficiently resolving customer inquiries and issues.
- Maintained a clean, organized environment, contributing to a positive dining experience.

PROFESSIONAL SKILLS & INTERESTS

TECHNICAL: Advanced Excel (PivotTables, Data Visualizations, Charts, Advanced Formulas, etc.) Google Workspace, Adobe Creative Suite, Budgeting & Forecasting, Financial Statement analysis, Knowledge of GAAP, Point-of-Sale Systems, Product Marketing.

PROFESSIONAL: Excellent Communication, Leadership, Collaboration, Adaptability, Problem Solving, Organization, Time Management, Ethics & Integrity.

INTERESTS: Learning new languages, Personal Finance, Reading for Personal Growth, Drawing & Painting, Baking.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

CERTIFIED PUBLIC ACCOUNTANT (CPA): Planned