

# SAIGE CLEMENT

Manhattan, KS 66503

saigemadisonclement@gmail.com

808-283-6871

linkedin.com/in/saigecclement

---

## EDUCATION

**Bachelor of Arts in Business Administration** Expected: May 2028  
Kansas State University | Manhattan, Kansas

Major: Organizational Management | Minors: Japanese, Chinese, and Marketing | Certificates: International Business and Professional Strategic Selling

**High School Diploma** Graduated: Jan 2024  
McKinley Community School | Kahului, Hawai'i

---

## SKILLS / EXPERIENCE

**Sales Student** Aug 2024 - Present

National Strategic Selling Institute | Kansas State University

Fundamentals of Professional Selling || August 2024 - December 2024

- Completed two role-plays based on real-world sales interactions
- Developed foundational knowledge of sales techniques: Asking Questions, Effective Listening, Problem-Solving, Communicating Customer Value, Etc.
- Improved communication via sales presentations and role-plays
- Learned to use need analysis to identify customer pain points and tailor sales presentations effectively

**Virtual Administrative Assistant** Jun 2024 - Present

Contract Work / Freelance | Virtual

- Graphic Design Work || Business Cards, Flyers, Brochures, Social Media Posts, Graphics, etc.
- Travel Arrangements || Rental Cars/Uber Booking, Flight Option Research & Booking
- Able to efficiently manage time and meet scheduled deadlines
- Flexible with changes related to designs, projects, and ideas/concepts
- Creating Documents
- Online Research

**Graphic Designer** Jul 2022 - Present

Contract Work / Freelance | Virtual

- Designing in Canva || Logos, Templates, Thumbnails, Social Media Posts, Graphics, Etc.
- Editing photos in Adobe Photoshop || Headshots, General Photography

**Sitter** Oct 2017 - Aug 2023

House, Pet, and Babysitting | Alma, Colorado || Kihei, Hawai'i

- Ran my own small business for house/pet-sitting in multiple locations
- Able to provide childcare to children of all ages (C.P.R Certified during this time)
- House Sitting || Plant Care, Cleaning, and Other Duties Specified by Clients
- Pet Care || Took care of animals of any kind || Basic Necessities, Companionship, Needs as Specified by Individual Clientele

---

## CAMPUS INVOLVEMENT

**Member** Sep 2024 - Present

Multicultural Business Student Association (MBSA)

**Rise Up Associate** Aug 2024 - Present

Rise Up Scholars

**Member** Aug 2024 - Present

Project IMPACT

**Member** Aug 2024 - Present

Honors Society - Kansas State University

**Member** Aug 2024 - Aug 2024

Kompass