

# Sarah P.

Canton, CT

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## PROFILE

Versatile office administrator with teaching experience and a Masters in Education. While working as an office admin for a small manufacturer in the aerospace industry, helped convert manual processes to digital solutions. From her background as an educator, enjoys learning new things, and is highly organized. Known for taking proactive initiative to complete tasks outside of the job description.

## KEY SKILLS AND COMPETENCIES

- Excellent communicator, highly organized, proactive.
- Compliance experience, particularly with OSHA regulations.
- Teaching skills - able to explain complex things, encourage, work collaboratively.

## PROFESSIONAL EXPERIENCE

**Business Office Administrator, Perry Technology, (5 yrs)** **New Hartford, CT**

*Precision gear and spline manufacturer for aerospace, military, medical, OEMs, and power generation.*

Work in back office capacity. Brought in originally to re-organize the file system for this small family-owned business with multi-million dollar revenue.

- Scanned and digitized POs, creating new electronic records and the file system to maintain them.
- Support the maintenance of a safe work environment by managing OSHA compliance needs. Everything from detail of binders being current to verifying equipment location on the floor.

**Founder, Montessori Intercultural Exchange Group (3 yrs)** **Remote, global work**

Built collaborative platform in google docs for organizing cultural exchanges with people all over the world. Goal is to provide new experiences for students and enhance their cultural literacy and sensitivity. Trained two bilingual administrators to handle non-English speaking members.

- Match member students to each other for meaningful global exchange.
- Research and problem-solve global shipping and customs issues.
- Find interested student families by building relationships with other Montessori interest groups.

**Teacher, various schools in the SW VT, NW Mass, Eastern NY region (4 yrs)** **VT, MA, NY**

Taught and tutored in a variety of settings from preschool through K to 12, with a specialty in autism.

- Hoosick Falls Central School, Hoosick Falls, NY - (2 yrs) Substitute teaching grades K-12.
- Mt. Anthony Union Middle School, Bennington, VT - (5 mos contract) 6th grade Literacy & Social Studies.
- Williamstown Elementary, Williamstown, MA - (5 mos) Pre-K through 6th grade.
- St. Colman's Home, Watervliet, NY - (1 yr) Special Education Autism Teacher; 6:1:2 classroom.
- North Adams Public Schools, North Adams, MA - (10 mos contract covering 2 schools)  
Greylock Elementary - Special Education Teacher, Autism/Communication Delay.  
Conte Middle School - Special Education Teacher, Life Skills & Math.

**Front Desk, Customer Service, Best Western, (2 yrs)** **Bennington, VT**

Weekend job to supplement early teaching salary. Checked people in, got moved from 2nd shift to 1st shift for being a reliable hard worker and diplomatic dealings with guests. Manager increased responsibility to handling guest payments and reservations.

## EDUCATION AND CERTIFICATION

<b>First Aid and CPR certified, Adult and Pediatric</b>	Oct 2018
<b>Masters, Education, 3.6/4.0   Massachusetts College of Liberal Arts, North Adams, MA</b>	Dec 2009
<b>B.S., Childhood and Special Education, Summa Cum Laude   Daemen College, Amherst, NY</b>	May 2007
<b>New York State Dual Certification in Childhood and Special Education</b>	May 2007