

# Sara J. Miller

## Objective

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Team-oriented self-starter with exceptional organizational, project management and productivity software skills seeks a challenging position in a dynamic corporate environment.

## Experience

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June 2007 – October 2007    I.M. Sulzbacher Center for the Homeless    Jacksonville, FL

### Project Coordinator

- Took on additional responsibility for design and updates of online donation website, saving over \$5,000 by bringing this function in-house (self-taught)
  - Streamlined departmental processes and procedures
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June 2006 – October 2006    I.M. Sulzbacher Center for the Homeless    Jacksonville, FL

### Project Coordinator

- Fixed database programs which automated the mailing process for soliciting donations
  - Developed excellent relationships with Transformations donors as the primary interface for their needs and issues
  - Developed excellent relationships with clients as the primary interface for their needs and issues
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## Education

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2008                                      University of Florida                                      Gainesville, FL

### Bachelors Degree

- Business Administration

2005                                      Bishop Kenny High School                                      Jacksonville, FL

### Certificates

- Office Productivity Software: Microsoft Word, PowerPoint, Excel
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## References

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References are available on request.