

Sarah F. Brugh

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Education

Darla Moore School of Business, University of South Carolina, Columbia, SC

May 2024

Bachelor of Science, Business Administration

- Major: Risk Management and Insurance, Minor: Retail Management
- GPA: 3.95
- Honors: President's List (multiple semesters), Dean's List (multiple semesters)
- Activity: Delta Delta Delta Sorority, Gamecock's for Positivity, Gamma Iota Sigma Fraternity

St. Catherine's School, Richmond, VA

May 2020

- GPA: 3.8
- Awards: Dean's List 2019-20, Honor Roll 2017-19, National Society of High School Scholars
- Extracurricular: Varsity Tennis: 2017-19, All-LIS 2019, Varsity Softball: 2016-20, All-LIS 2017-19, All-State 2nd team 2019, Team Captain 2019-20, Varsity Track: 2017-19

Work Experience

Asset Management Intern, Davenport & Company LLC, Richmond, VA

June-August 2023

- Collaborated with senior management to develop a database of non-profit and institutional account Investment Policy Statements.
- Developed knowledge of the varied approach to investing based on risk profile, spending needs and investment return goals of the client. Gained understanding of common benchmarks used to measure account performance.
- Created a database of blended benchmarks included in client review materials to monitor and track usage, assisting with contractual obligations of third-party index providers.
- Worked with several Financial Advisor teams to fine-tune Salesforce client accounts and households within their book of business including merging, archiving, eliminating duplicates and closing where necessary.

Nanny, Columbia, SC

June-August 2022

- Provided daily care for a six-year-old girl including preparing age-appropriate activities as well as performing daily household tasks and maintaining a timely schedule including school drop offs, mealtimes, extracurricular activities, and bedtimes.

Legal Assistant, Peirce, Sloan, Kennedy & Early LLC, Charleston, SC

June-August 2021

- Created 5+ manuscripts of officer or client phone calls to allow attorneys and paralegals to follow along while listening to hour-long audios. Reviewed large documents to create more efficient evaluation of the files.
- Consulted with clients to direct them to attorneys and paralegals that could assist them with their legal issue.
- Overlooked and ran the main office calendar to keep client meetings, check drop-offs, due dates, and reserved conference rooms organized for the entire firm to create a clear, concise overview of the current workweek.

Leadership and Activities

RVA1004100, Team Captain, Richmond, VA

September 2016-December 2020

- Captain of a team that pitched to businesses and individuals to raise money for a non-profit organization designed to benefit Richmond inner-city youth by providing Christmas gift cards worth \$100 to underprivileged children.
- Raised capital, organized meetings, recruited youth recipients, and built relationships with community schools.

Moondance Leadership Program, Alaska

June-July 2019

- Participated in rigorous multi-week outdoor leadership program navigating and backpacking through the Talkeetna Mountains in Alaska.
- Developed skills in perseverance, teamwork, self-confidence, communication and survival.

Secretary of Gamecocks for Positivity, Columbia, SC

February 2023-Present

- Manage club records, update club roster, coordinate team meetings, manage internal and external schedule while promoting positivity and mental health awareness across campus.

Skills & Other

- IT Skills: Excel, Microsoft Office Word, Salesforce, PowerPoint, R