Sarah B. Glaser

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EDUCATION

Walt Whitman High School – Class of 2017	**September 2013 - June 2017**
	Huntington Station, NY

- Graduated with Regents Diploma
- National Honor Society
- Member of Girls Leadership Organization
- Varsity Softball and Basketball
- Received All County, All Division, Athlete of the Month, and Minds in Motion Softball Awards

Molloy College	**September 2017 - Present**
	Rockville Centre, NY

- Dual Major in Computer Science and Mathematics
- Dean's List Fall 2017 Semester - maintaining a 3.6 GPA
- Division II Softball Scholarship
- Molloy College Community Service Scholarship Award
- St. Martin De Porres Scholarship Award

PROFESSIONAL EXPERIENCE

Carter, DeLuca, Farrell & Schmidt, LLP	**November 2016 – Present**
Docketing Clerk	Melville, NY

Docketing responsibilities include:

- Data entry using CPI docketing system
- Confirming data accuracy, detail oriented
- Reviewing incoming Office Actions received from U.S. Patent and Trademark Office; creating hyperlinks of references and non-patent literature cited in Office Actions
- Preparing and updating numerous Excel spreadsheets
- Preparing Change of Correspondence documents for U.S. and PCT applications for filing
- Entering contacts into database

Project Manager – Conversion from paper files to digital system
Responsibilities include:

- Purging and inventorying files to be archived
- Indexing and creating spreadsheets of archived files
- Training incoming intern how to purge

TECHNICAL SKILLS

Languages: JavaScript

Database Systems: CPI

Courses Taken: Visual Programming and Statistics

Upcoming Fall Course Outline: Intro Web and Design, Programming 1, and Calculus 1

Skills after courses: JavaScript and knowledge in HTML and CSS

SKILLS

- Strong communication and organization skills
- Creative approach towards problem solving
- Fast learner and team player
- Knowledge of Microsoft Word, Excel and CPI
- Ability to multitask on a daily basis
- Dependable and great time management skills