

S a r a M . K r i z a n

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(608) 622-0717

Madison, WI

March, 2021

Full-stack Developer | Project Manager

- ✦ Accomplished Agile software development
- ✦ Stellar project management
- ✦ MERN stack Developer
- ✦ Meticulous budget planning and tracking
- ✦ Talented client relationship manager
- ✦ Skilled process manager

Occupational Experience

Executive Director Inc.

Milwaukee, WI

Program Manager for Parkinson and Movement Disorder Society

May, 2019 – April, 2020

- ✦ High-level management and administrative support to MDS leadership, committees and Director of Education as Liaison to the MDS African Regional Section.
- ✦ Efficient proposal development and successful implementation of educational programming.
- ✦ Comprehensive budget development, tracking, and resource analysis.
- ✦ Meticulous contract negotiation and review; ensuring compliance with all support agreements, governing guidelines, and society policies or established procedures.

Project Manager for Society for Immunotherapy of Cancer

May, 2017 – May, 2019

- ✦ Disciplined oversight and management of scientific committees and projects during period of society growth and increased outputs for the scientific publications department.
- ✦ Conscientious department liaison to the Society's executive committee, scientific committees and task forces including project planning and maintenance of systems to track status and report success.
- ✦ Scrupulous development of and ensuring compliance with publishing and vendor contracts, governing guidelines and established society policies and procedures.

McDonald Schaefer

April, 2016 – May, 2017

Project Manager

Milwaukee, WI

- ✦ Careful set up and maintenance of TeamGantt for project management systems and Quickbase for managing client and supporter used in reporting to internal and external stakeholders.
- ✦ Professional writing and review of all project proposals, communications and outcomes support.
- ✦ Outreach to explore vendor partnerships for expanded ability to meet client needs.

Rizzo & Diersen, SC

May, 2015 – April, 2016

Personal Injury Paralegal

Verona, WI

Richard Sindell & Associates, Inc., P.S.

August 2010 – May 2013

Personal Injury Paralegal

Seattle, WA

- ✦ Pro-active start-to-finish case management, including pre-litigation, subrogation, and litigation support.
- ✦ Responsible drafting of pleadings, conducting legal research, and investigating parties and their registered agents for naming as party to a case and service of legal documents.
- ✦ Diligent records procurement from government agencies, state departments, and medical care providers; record review and professional writing for legal memos of key findings to attorneys and staff.
- ✦ Compassionate support for clients from first meetings to case resolution to explain the legal process, communicate next steps and help ensure compliance with information gathering.

Dorsey & Whitney, LLC

July 2013 – February 2014

Patent & Trademark Secretary

Seattle, WA

- ✦ Provided valuable administrative and legal support for a combination of timekeepers within a busy Intellectual Property Department.
- ✦ Spearheaded process improvements for key documents and FoundationIP systems applications.

Woodruff Scientific Inc.

September 2010 – September 2014

Contract Work as Business and Legal Assistant

Seattle, WA

- ✦ Strategic development of legal systems to secure IP and ensure State and Federal compliance.
- ✦ Contract drafting and review, data entry, client communications, calendaring.
- ✦ Insightful market exploration for products, services and avenues for community engagement.

Internships

Lake Union Crew

June, 2013 – May 2014

Assistant Coach

Seattle, WA

- ✦ Recognized for my dedication to the community, performance in the sport, and excellent teaching abilities through providing yoga instruction, I was invited to become an assistant coach.

NW Venture Law

May 2011 – July 2011

Legal Intern – Intellectual Property

Seattle, WA

- ✦ Trademark searches and prior art searches for prospective technologies and business methods.
- ✦ Executed research into appropriate business and industry applications for current patents.

Richard Sindell & Associates, Inc., P.S.

June 2010 – August 2010

Legal Intern

Seattle, WA

- ✦ My professionalism, demonstrated interest, and drafting skills ultimately landed me a full-time position.

Technical Skills

- ✦ **Computer languages:** HTML, CSS, Javascript, and Python
- ✦ **Server-side technologies:** Node.js, Express, security and session storage, user authentication
- ✦ **Browser-based Technologies** including: JQuery, Bootstrap, JSON, AJAX, IndexedDB, and React.js
- ✦ **Database technologies** including: MySQL, MongoDB, QuickBase, FoundationIP and NetDocuments
- ✦ **Project management** tools including GitHub, TeamGantt, and Trello
- ✦ **Virtual meetings management** via Cisco WebEx, GoToMeeting, and Zoom

Education

University of Wisconsin Extended Campus, Aug 2020 – Feb 2021, Full-stack Web Development*End-to-end application development using Agile methodologies and including Bootstrap and MERN Stack***Edmonds Community College – Lynnwood, WA, 2011**, Advanced Paralegal Certificate; GPA 3.79*Included coursework in legal research, contracts, IP, environmental, and medical malpractice law.***University of Wisconsin – Madison, WI, May 2008**, BS-Biology; GPA 3.38; Dean's List-Autumn 2006*Included coursework in biochemistry, microbiology, environmental engineering, and computer science.***Madison Area Technical College – Madison, WI, 2000 – 2004**, College Transfer Courses; GPA 3.80

Volunteer Activities

Milwaukee River Keepers

Event Ambassador, Clean-up Site Leader, Stream & Road Salt Monitor

July, 2018 - present

Milwaukee, Wisconsin

The Nature Conservancy

Work Party Volunteer

August, 2015 - present

Wisconsin

Lake Union Crew Outreach Foundation

Brainstorming, marketing, and implementation of fundraising activities

June 2011 – July 2013

Seattle, WA

Expanding Your Horizons

Group leader for event encouraging girls to explore math and science

November 2007

Madison, WI

Southside Senior Coalition

Delivered Thanksgiving meals to home-bound seniors

November 2002 & 2003

Madison, WI