

SARA WINTER

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EXPERIENCE

OCTOBER 2018 – PRESENT

DEPARTMENT COORDINATOR, JUVENILE WELFARE BOARD OF PINELLAS COUNTY

Provide administrative support the Finance, Budget & Business Services, and Technology Department. Manage the Chief Financial Officer's calendar, schedule meetings, complete expense reports, record minutes for Finance Committee and procurement meetings, create memos, assist with monthly reconciliations for funded agency expenditures, and review provider insurance certificates for compliance.

APRIL 2018 – OCTOBER 2018

RECRUITING ADMINISTRATOR, MCKINSEY AND COMPANY

Support three executive recruiters in an international consulting firm. Provide administrative support including, but not limited to: posting open jobs, scheduling interviews, coordinating all travel and event planning for candidate interview days, managing the candidate inquiry inbox, preparing offer letters, initiating background screening, maintaining tracking report for all in process candidates, enrolling candidates in business case coaching sessions and assessments

MAY 2016 – APRIL 2018

EXECUTIVE ASSISTANT, MCKINSEY AND COMPANY

Supported five associate partners in a well-known management consulting company that operates on a global scale. Provide administrative support including, but not limited to: coordinating travel domestically and internationally, maintaining calendars, copy editing and refining documentation, processing time sheets, preparing expense reports and invoices, and planning events and meetings. Prioritized tasks based on urgency and deadlines.

MAY 2015 – MAY 2016

EMPLOYMENT SUPPORT ASSOCIATE, MACY'S

Posted open jobs, screened candidates, initiated background checks. Served in the Engagement Advisory Group, which aims to engage new employees, promote growth and change, and build company morale and performance. Organized internal calendars and generated prospect reports. Regularly audited posted jobs for accuracy and assisted with the Work Opportunity Tax Credit (WOTC) compliance report.

EDUCATION

NOVEMBER 2019-PRESENT

CODING BOOT CAMP, UNIVERSITY OF CENTRAL FLORIDA

MAY 2017

MASTERS IN PUBLIC ADMINISTRATION, UNIVERSITY OF SOUTH FLORIDA

DECEMBER 2012

BACHELOR OF ARTS IN HISTORY, UNIVERSITY OF TAMPA

SKILLS

- Adobe Creative Suite
- Prioritizing multiple projects
- Microsoft Office
- Event Coordination

ACTIVITIES

VOLUNTEER, PINELLAS COUNTY SCHOOLS LUNCH PAL PROGRAM