

Sarah Walters

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EDUCATION

Bachelor of Arts in Music & Business Administration Minor

December 2021

University of Houston | Overall GPA: 3.40

PROFESSIONAL EXPERIENCE

Manager Assistant | Bain & Co

Aug 2022 – Present

- Provide comprehensive support to 4-6 Senior Managers, Associate Partners, or equivalents, managing their complex calendars, travel arrangements, expenses, and meeting logistics with precision and efficiency.
- Maintain organized email and expense reports to streamline information retrieval and enhance team workflow.
- Actively engage in firm's personal development initiatives through training programs and mentorship opportunities.

Executive Assistant | McKinsey & Co

Jan 2022 – Aug 2022

- Provided comprehensive support to 12 Engagement Managers and 2 Associate Partners, managing calendars, travel, and expenses with meticulous diligence.
- Implemented streamlined administrative processes to optimize team productivity and effectiveness.

Partner / Interim Manager in Charge | H-E-B

Mar 2018 – Jan 2022

- Ensured 100% adherence to Standard Operating Procedures (SOPs), minimizing customer service disruptions and optimized partner productivity.
- Fostered a culture of accountability and continuous improvement, promoting teamwork to achieve organizational goals and exceptional customer experiences.

Operations & Management Intern / Project Manager | H-E-B

May 2021 – Aug 2021

- Managed a personal project aimed at revitalizing the curbside department, addressing operational challenges, and implementing strategies to improve efficiency and customer satisfaction.
- Analyzed financial data and key performance indicators to gain insights into store financial management.

Operations, Personnel and Events Intern | Immanuel & Helen Olshan Texas Music Festival

Apr 2019 – July 2019

- Coordinated and managed operations for events catering to over one hundred participants, ensuring high-quality experiences.
- Collaborated closely with team members to support daily operations and achieve organizational goals, demonstrating strong teamwork and alignment with the festival's main objectives.

PROJECT EXPERIENCE

H-E-B Emergency Response Project | [Project PDF](#) | Visme, Google Suite

- Led a cross-functional team in identifying the scope, gathering data, and defining project goals in collaboration with corporate leaders, store managers, and partners.
- Utilized project management methodologies to plan, execute, and monitor project activities, ensuring alignment with timelines and deliverables.
- Developed practical recommendations and action plans based on data analysis and stakeholder input to streamline the H-E-B Emergency Response process at the store level.

EXTRA CURRICULAR

Houston Civic Symphony Flutist

Aug 2023 – Present

- Sub flutist for the [Houston Civic Symphony](#)

Remote Women at Bain Champion / Newsletter Team Member

Mar 2023 – Present

- Coordinate, research, and help develop innovative ideas for the Women at Bain monthly newsletter.
- Active member in energizing the Remote Women at Bain community through MS teams and events.

Sigma Alpha Iota National Music Fraternity | Executive Board Member

Oct 2020 – Dec 2021

- Recording Secretary for a national music fraternity.
- Filed and recorded all minutes for each meeting weekly in our internal database.

SKILLS

Programming Languages | JavaScript, HTML/CSS

Frameworks & Libraries | NodeJS, React

Tools | Git, Slack, Visual Studio, Box, Microsoft Office Suite, Google Suite, Coupa, Rydoo

Additional | Analytical Thinking, Client Relationship Management, Team Collaboration, Adaptability, Leadership, Communication