

Sarah Walters

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EDUCATION

Bachelor of Arts in Music & Business Administration Minor

Aug 2018 – Dec 2021

University of Houston | Overall GPA: 3.40

PROFESSIONAL EXPERIENCE

Manager Assistant | Bain & Co

Aug 2022 – Present

- Support and manage 4-6 Senior Managers, Associate Partners, or equivalent's, complex calendars, travel, expenses, and meeting logistics.
- Demonstrate exceptional organizational skills by maintaining meticulous email organization and expense reports to streamline information retrieval.

Executive Assistant | McKinsey & Co

Jan 2022 – Aug 2022

- Supported and managed 12 Engagement Manager's and 2 Associate Partner's complex calendars, travel, and expenses, and coordinated a myriad of calls and logistics per week.
- Managed urgent, confidential, and complex tasks with constant changes in priorities and aggressive timelines.

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

Mar 2018 – Jan 2022

- Used independent judgement in coaching partners and recommending business decisions to top store leaders and other management.
- Ensured Standard Operating Procedures (SOP) and regulatory requirements are maintained at 100%.

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

May 2021 – Aug 2021

- Worked in store and set up my own personal project to help guide a challenged curbside department. Successfully determined training solutions for partners to accelerate long term productivity.
- Expanded store financial knowledge through expenses, profit reports, and overall product knowledge.

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

Apr 2019 – July 2019

- Organized food receptions and events for the entire festival of 100+ participants.
- High emphasis on team work to execute daily operations that aligned with the goals of the organization.

PROJECT EXPERIENCE

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

- Identified the scope and gathered data from corporate leaders, store leaders, and partners to continually develop and define our conclusion and suggestions.
- Developed practical suggestions based upon store partner and corporate interviews on how 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 new ideas for the Women at Bain monthly newsletter.

Sigma Alpha Iota National Music Fraternity | Executive Board Member

Oct 2020 – Dec 2021

- Recording Secretary for national music fraternity.
- Kept track and recorded all minutes for each meeting every week.

SKILLS

Programming Languages | JavaScript/TypeScript, HTML/CSS

Frameworks & Libraries | NodeJS, React

Tools | Git

Additional | Slack, Visual Studio, Box, Microsoft Suite, Google Suite