

Sara Montrone

1221 SE 35th St, Portland, OR 97214

802.779.4789

sara.montrone@gmail.com

EXPERIENCE

Center for American Progress

Washington, DC

Office Manager

04/2010-05/2011

- Managed travel, purchasing, and administrative policies and procedures for a 250 person office.
- Restructured purchasing system and introduced responsible purchasing guidelines.
- Coordinated with vendors for office services, ensured that accounts were current.
- Assist Finance Director with preparing presentations and proposals to Board of Directors.

Greenpeace

Washington, DC

Facilities Associate

04/2007-04/2010

- Oversee day to day operations of Greenpeace headquarters.
- In charge of responsible purchasing, research and product selection
- Fulfill facilities maintenance requests and troubleshoot problems brought forth by staff and building management.
- Procurement duties include negotiating/collaborating with vendors.
- Ensure that all department invoices get paid and monitor vendor services and fees.

Waterpenny Farm

Sperryville, VA

Organic Farming Intern

04/06-11/06

- Performed all tasks involved in operating an organic produce farm, seeding, planting, maintenance and selling produce at market. Worked on a team with minimal supervision to complete projects.

United States Holocaust Memorial Museum

Washington, DC

Membership and Development Systems Assistant

01/05-04/6

- Made travel arrangements for staff and submitted travel authorizations and expense reports for travelers.
- Coordinated donor acknowledgements and updated donor database files.
- Performed general administrative tasks including scheduling, record keeping, meeting facilitation.

Middlebury College Office of Financial Aid

Middlebury, VT

Office Assistant (temporary position)

02/04-11/04

- I was hired to assist the Office of Financial aid in catching up on a backlog of administrative tasks. The temporary assignment was extended from three months to seven so I got a wide range of administrative experience, filling in as needed.

EDUCATION

Bates College, Lewiston, ME

BA Anthropology/Russian, 2003

- *Magna cum laude*, GPA 3.62, honors in Anthropology

SKILLS: Microsoft Word, Excel, Powerpoint. Access, Team Approach and Banner databases. Advanced Spanish and intermediate Russian.