

SARA SIGEL

FIND 195 Saint Paul Street, Brookline, MA 02446

LEARN bit.ly/SaraSigelSkillshare **LINK** [linkedin.com/in/SaraSigel](https://www.linkedin.com/in/SaraSigel)

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Marketing Track, Boston Startup School

Boston, MA (2012 - Present): Professional accelerator for entrepreneurs looking to make an immediate impact in the Boston startup community.

- Branding – Draft and tailor messaging and copy for specific customer segments for Dorm.it.
- Community Management – Build a network and engage with stakeholders in the startup community.
- Content Creation – Create posts for BostInno channel and rock out in team music video.
- Market Research – Perform customer development, comparative analyses, and social metrics.

Program Coordinator, Plus One at Harvard Business School

Boston, MA (2008 - Present): Plus One Health Management operates Shad Hall Fitness and Recreation Center for Harvard Business School.

- Graphic Design – Promotional materials and messaging in social, print and digital media.
- Programming – Sustain and develop monthly, seasonal, and annual events with Program Manager.
- Tech Savvy – MS Windows and Office, Mac OS X, gDocs, and Adobe Photoshop and Illustrator.
- Team Building – Executed internal incentive programs to increase morale and campus awareness.

Administrative Assistant, Beth Israel Deaconess Medical Center

Boston, MA (2007- 2008): Emergency Management and Infection Control departments at a leading non-profit, teaching hospital of Harvard Medical School.

- Project Management – Managed hospital-wide hand hygiene program and quality control drills.
- Event Planning – Coordinated emergency preparedness annual fair and training sessions.
- Innovation – Created and implemented purchasing process adopted statewide for federal grant.

Finance and Contracts, Solvern Innovations

Glen Burnie, MD (2006 - 2007): Solvern Innovations is an IT and management government contractor.

- Database Management – Implemented and maintained a new business management system.
- Budgets – Responsible for budget and cost rate analyses on contracts exceeding \$1,000,000.

Education

University of Maryland, College Park (2003–2007): College of Life Sciences and University Honors Program.

- Bachelor of Science – Biology specializing in Physiology and Neurobiology with GPA 3.3.
- University Honors Citation – An average of 800 students selected out of approximately 25,300.
- Study Abroad – Summer Semester in England studying British history, culture, and literature.
- Teaching Assistant – Spring 2007 with Professor Michael Olmert, Shakespeare in Washington series.

Activities and Passions

Volunteerism, social clubs, and side-projects (listed in chronological order).

- Skillshare Teacher and Community Ambassador– An online platform for local and social learning.
- Design – Freelance work and my blog, GullAndSand.com keep me inspired and curious.
- Sigma Kappa Sorority – Sisterhood with a strong philanthropy program funding Alzheimer's research.