

Sarah Shotts



PO 801 • Highland, CA 92346 • Phone: 909-801-4830 • E-Mail: sarahshotts@sandiego.edu

Education

University of San Diego

San Diego, CA

Degree Expected May 2017

Bachelor of Arts in Sociology | Spanish and Business Administration minors

Current GPA: 3.75 | Major GPA: 3.84

- Studied Abroad in Spring 2016 at the USD Madrid Center in Madrid, Spain
- Honors Program
- Dean's List, First Honors
- Recipient of USD Alcalá Merit Scholarship

Work Experience

University of San Diego

San Diego, CA

Student Employee – Center for Student Success

January 2015 – Present

- Provide information to undergraduate students on leave of absences and withdrawals process
- Assist front desk by greeting visitors, answering questions, and provide appropriate campus referrals and resources
- Schedule appointments and maintain appointment database for Student Success Coaching Program

Office Intern – International Center

September 2014 – Present

- Maintain the system for scanning and filing study abroad applications and Transfer Evaluation forms
- Prepare and present Study Abroad 101 information sessions to undergraduate students (group size varying 3-30)
- Assist front desk by greeting visitors, answering questions, and provide appropriate campus referrals and resources

The YouthHope Foundation

Redlands, CA

Fundraising and Grant Intern

June 2016 – September 2016

- Empowered homeless, underprivileged, and at-risk youth during drop-in hours with resources and care
- Assisted youth through various food, housing, medical, clothing, education, and job programs
- Created and published a monthly newsletter, organized donations, and contacted potential donors

Leadership Experience

University of San Diego

San Diego, CA

Preceptorial Assistant Council (PAC) Chair

January 2015 – December 2015

- Facilitated Preceptorial Assistant Program (composed of 62 students) used to assist first-year students in acclimating to USD
- Served as liaison to administration and delegated leadership opportunities and tasks to the Preceptorial Assistant Council
- Coordinated logistics of all PA Program events including recruitment, selection, and training activities
- Involved in the planning and organization of key elements and events for USD's freshman orientation program
- Served as a PA for the Honors LLC (Living Learning Community) (Fall 2014) and Change LLC (Fall 2016)

Student Success Coach

September 2016 – Present

- Individually mentor students placed on academic probation to confidentially address academic and personal needs
- Coach students to identify persistent challenges and generate a Student Success Plan, utilizing SMART goals
- Connect clients with relevant campus resources, and assist their development of time management and study skills
- Completed the upper division training course and received ongoing training and intensive supervision from professional staff

Active Member – Kappa Alpha Theta Fraternity, Eta Iota Chapter

January 2014 – Present

- Utilize professional skills during weekly chapter meetings, other chapter events, and alumna connection events

Student Representative for the Retention Network Committee

January 2015 – December 2015

- Participated in conversations with university administration about student retention efforts and results