

## SARAH C

GEOGRAPHY: Geographically Flexible, Southern California

INDUSTRY: Consulting/Management, Finance/Banking

### EDUCATION

**Scripps College, Claremont, CA**

**May 2015**

*Bachelor of Arts, Economics and Music (double major)*

- GPA: 3.5/4.0 (Dean's List); ACT: 33/36 (99<sup>th</sup> percentile)
- CMC Robert Day Scholar - only Scripps student selected for Class of 2015
- Awards: Rudolph Polk Memorial Award in Music, Claremont Concert Orchestra's Annual Concerto Competition

### PROFESSIONAL EXPERIENCE

**Trust Company of the West, Los Angeles, CA**

**June 2014 – August 2014**

*Summer Intern*

- Prepared extensive due diligence materials and drafted Requests for Proposal and Requests for Information on behalf of prospective clients in fixed income, equities and direct lending for both TCW and MetWest Funds
- Coordinated the implementation of Salesforce among team members to increase team productivity and transparency in the status of projects that are collaborative in nature
- Conducted research and provided both qualitative and quantitative data support to ensure accuracy of current product details by identifying sources of erroneous information through company analysis and product comparison

**Samsung SDS, San Jose, CA**

**January 2014 – May 2014**

*Intern, Business Operations and Strategy*

- Performed market research and competitor analysis to benchmark Samsung's IT capabilities and made recommendations for new enterprise IT services and solutions in the SmartHome and Internet of Things markets
- Supported executives in producing deliverables for the CEO workshop on the current state of the company, technology trends in Silicon Valley, and reorganization schedule
- Led social activities to help build team cohesion and support the launch of the San Jose office

**City National Bank, Los Angeles, CA**

**June 2013 – August 2013**

*Summer Intern*

- Created and measured departmental productivity performance metrics and aggregated data into monthly dashboard reports for EVPs to review goal achievement and overall effectiveness
- Led PMO for a multi-office business strategy across 12 department offices designed to increase colleague collaboration; created metrics and designed scorecards to track PMO progress from launch through completion
- Researched career industry trends of women in finance and presented findings to executive leadership for review; designed a presentation on CNB Women's Initiative for company wide distribution and education

**Media Services at Scripps College, Claremont, CA**

**January 2012 – Present**

*Technology Intern*

- Provide technical support and other consultative services to presenters at school sponsored conferences
- Aid professors with classroom technology usage to help create a multimedia rich educational experience
- Manage and maintain over 100 pieces of hardware to ensure availability for students and faculty

### LEADERSHIP EXPERIENCE

- *Vice President*, Scripps Associated Students Executive Board **September 2014 – Present**
- *Founder and Co-President*, Scripps Women in Technology Club **September 2013 – Present**
- *Manager and Trip Leader*, Outdoor Women Leaders Club **September 2012 – Present**
- *Concertmaster (First Chair)*, Claremont Concert Orchestra **August 2011 – Present**
- *Music Mentor and Teacher*, Uncommon Good **August 2011 – Present**
- *Campus Guide (2012 Guide of the Year)*, Scripps College Admissions Office **August 2011 – Present**

### ADDITIONAL

- Classical violinist with 14 years of training; have gone on orchestral tour in Bulgaria, performed in the Orfeo International music festival in Italy and recorded musical accompaniment with Jason Mraz
- Technical basics: Python, SQL, VBA, STATA