

# SARAH ELLIAS

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## Education

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University of San Diego

San Diego, CA

B.A. in Economics

May 2018

Minors in Mathematics and Environmental Studies

GPA: 3.87 Dean's List First Honors

## Experience

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### USD Outdoor Adventures (OA)

August 2016-Present

*Business Manager*

San Diego, CA

- Track the revenue and spending by category and file all expenditure receipts in order to better understand Outdoor Adventures' finances and appropriate future funds correspondingly
- Communicate with the University's Accounts Payable to align OA's spending with its assigned budget
- Created a workbook for trip coordinators to plan menus for trips of up to 50 participants, including dietary restrictions and preferences, quickly and accurately in order to reduce food and spending waste

### USD Outdoor Adventures (OA)

Summers 2015-2016

*Pre-Orientation Trip Coordinator*

San Diego, CA

- Collaborated with the program director in the planning process of a camping trip for 35 incoming freshmen including transportation, lodging, gear, hiking routes, meal plans and training student guides
- Executed games, initiatives and conversations following a curriculum of learning outcomes in order to ease the students' transitions into the University and create a welcoming environment
- Acted as a lead decision maker in assessing and controlling risk factors of participants' activities and solving problems related to terrain, weather, and group dynamics in order to ensure safety

### University of San Diego Career Development Center

January 2015-May 2016

*Lead Student Career Ambassador*

San Diego, CA

- Acted as a liaison between the Career Development Center and the student body to encourage awareness and proactive use of the Center's resources
- Planned, promoted and executed events and workshops to assist students in achieving their career goals
- Conducted outreach presentations and one-on-one meetings with peers on topics like resume writing, interview skills and internship searching
- Assisted in the training of and acted as a resource to ten other student ambassadors

## Activities and Leadership

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Plant With Purpose, *Programs Intern*, Spring 2016

USD, *Research Assistant*, Summer 2016

USD Outdoor Adventures, *Student Guide*, 2014-present

USD Rock Climbing Team, *Member*, 2015

USD Math Club, *Member*, 2015

## Skills

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Microsoft Excel certified experience with salesforce